



CITY OF DANVILLE

Community Development Division of Planning and Zoning

SPECIAL USE PERMIT APPLICATION

Article 8. Section N.3. Approval Procedure.

1. *A Special Use Permit application shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use or development is to be located.*
2. *A Special Use Permit application shall be submitted as a .pdf copy to the Division Director of Planning/ Zoning Administrator and shall be accompanied by the filing fee as established by City Council.*
3. *If the request for Special Use Permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.*

The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$400.00

PLANNING DIVISION PROVIDED INFORMATION

Application #:	_____	PC Meeting Date:	_____
Date Received:	_____	Received By:	_____
Parcel ID:	_____	Address:	_____
Existing Zoning:	_____	Future Land Use:	_____

APPLICANT PROVIDED INFORMATION

Applicant: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

PLEASE ATTACH THE FOLLOWING

1. A preliminary site plan in accordance with the Site Plan Regulations.
2. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
3. A written statement of proposed project compatibility with the following:

- a. The Comprehensive Plan.
 - b. The applicable zoning district.
 - c. The surrounding properties.
 - d. Current and future neighborhood conditions.
 - e. Pedestrian and vehicular traffic patterns, on-site and off-site.
 - f. Adequate public facilities.
4. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
- a. The architectural elevations and floor plans of proposed building(s).
 - b. Traffic impact analysis.
 - c. Fiscal impact analysis.
 - d. Parking and site circulation analysis.
 - e. Photographs of property and surrounding area.
 - f. Environmental impact statement.

Property Location: _____

Describe Proposed Request: _____

Applicant’s Signature

Date

Commonwealth of Virginia
City of Danville

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____

Notary Public

Registration No.: _____ Expires: _____

DANVILLE, VA

Owner's Signature
(if not applicant)

Date

Commonwealth of Virginia

City of Danville

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____

Notary Public

Registration No.: _____

Expires: _____