



Department of Planning & Community Development

221 S. Nursery Avenue, Purcellville, VA 20132

(540) 338-2304

**Special Use Permit
Application**

SUP#

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A special use permit is requested for _____
as per Article _____ Section _____ Subsection _____.

General Project Information:

1. Project Title: _____
2. Location of Property: _____
3. Property Owner: _____
4. Owner Address: _____
5. Owner Telephone: _____ Fax: _____ Email _____
6. Applicant/Agent: _____
7. Agent Address: _____
8. Agent Telephone: _____ Fax: _____ Email _____
9. Designer/Engineer: _____
10. Designer Address: _____
11. Designer Telephone: _____ Fax: _____ Email _____

Correspondence to be sent to: ____ Owner; ____ Agent; ____ Designer; ____ Other: _____

12. Total Acreage of Parcel: _____
13. Acreage to be Developed: _____
14. Property Identification #(s): _____
15. LC Tax Map #(s): _____
16. Current Zoning: _____

17. Current Use(s): _____
18. Adjoining Property Uses(s): _____
19. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
20. Related Applications: _____
21. Pre-submission Meeting Date (if any) _____

Additional Submission Requirements:

- ☐ *A Statement of Justification and Explanation.* Applicant must file a statement in support of their request in accordance with the requirements of Article 10.7.4.3c of the Purcellville Zoning Ordinance. This statement should address all issues for consideration located within that section. In a separate statement, the proposal should be explained/outlined including details such as hours of operation.
- ☐ *A Concept Plan for the Property.* The Concept Plan does not need to be engineered; however; it must be sufficiently detailed to be judged for its superiority to other forms of development. See Article 10.7.4.3d for the requirements on the concept plan. If a concept plan is not applicable, please indicate with "n/a."
- ☐ *Traffic Study.* A traffic study is required for special use permits, unless waived by the Director of Public Works. The waiver or the traffic study must be provided at the time of submission.
- ☐ *Payment of Fee.* The fee for a special use permit application must be paid at the time of submission. FEES ARE NON-REFUNDABLE.

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary. I also understand that someone must be present at all public meetings to represent my application, and if no one is present, the item will be tabled to the next available meeting.

Owner's Signature

Date

Required Materials (as applicable, completed by Town Staff):

For all special use permit applications:

- ☐ Application (2 copies) ☐ Concept Plan (12 folded Copies) ☐ Required Fees(s)
- ☐ Completed Checklist ☐ Statements of Justification & Explanation ☐ Traffic Study or waiver of study

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Project Manager Assigned _____

File Number _____ Approved On: _____ Valid Until: _____

Ordinance/Resolution Number(s): _____



Special Use Permit Application – Adjoining Property Owner Information Sheet:

The following is a list of the adjoining property owners for the property located at:

(Address of proposed special use permit request)

Please Note: Adjoining properties are any parcel of land sharing a common boundary with the property requesting a special use permit, including any properties located across an adjoining right of way. Attach additional sheets as needed.

Property Owner(s):	Loudoun County PIN#
Address:	

Property Owner(s):	Loudoun County PIN#
Address:	

Property Owner(s):	Loudoun County PIN#
Address:	

Property Owner(s):	Loudoun County PIN#
Address:	

Property Owner(s):	Loudoun County PIN#
Address:	

Property Owner(s):	Loudoun County PIN#
Address:	

SUP#

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

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<i>Address:</i>	

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

Minimum Submission Standards Checklist - Special Use Permit:

This checklist must be submitted with the application or the SUP application will be rejected.

These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:

Applicant	Town Staff	Minimum Standard
		Application Materials
		2 copies of completed application form (1 original and 1 copy)
		Completed Minimum Submission Standards Checklist
		12 folded copies of the Concept Plan on paper no smaller than 11"x17" PLEASE NOTE: Although it is unnecessary for a concept plan to involve the preparation of engineered documents, the concept plan must be sufficiently detailed to be judged for its superiority to other forms of development.
		Application fee(s)
		Statement of Justification addressing all 13 issues for consideration found in Article 10.7.4.4 of the Purcellville Zoning Ordinance
		Written statement - describing the proposed use in sufficient detail to provide the Town with adequate knowledge on which to determine if the proposed special use is a development of superior quality. The written statement shall also provide the type and hours of operation.
		Traffic Analysis or waiver of traffic analysis from Director of Public Works
		Concept Plan Requirements
		Plans on 11"x17" paper or larger
		Sheets are numbered & scale is indicated (if scaled)
		Boundaries of the property and total area of the property in square feet and acres
		General location, size (in square feet), and use of all proposed structures
		General location of storm water management facilities
		General location of open space and/or landscaping areas
		General location of proposed improvements such as but not limited to the general placement of sidewalks or trail facilities, the general location of proposed traffic improvements, and/or the general location of proposed public facilities
		General location of proposed parking areas, entrances onto rights of way, storage areas, display areas, recreational areas, and required buffer yards
		General location and size of proposed rights of way
		Location and size of existing public rights of way

Please Note:

The above information is a minimum standard for submission. If any of these items are not applicable to your project, please indicate with an "n/a" in the checkbox next to the item. The concept plan does not require preparation by a certified engineer unless specifically requested during review by the Town. Additional requirements may apply, please reference the Zoning Ordinance for any additional standards for your project.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the special use permit application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the application and that the presence of all required information does not guarantee approval, and if during the review of this application by Town Staff it is determined that my application is actually incomplete, it can be rejected and returned.

Signed, Property Owner

Date

Signed, Preparing Designer/Engineer/Agent

Date