



Special Use Permit Application

Town of Vinton, Virginia
Department of Planning and Zoning

Date: _____

Mailing Address: 311 S. Pollard Street, Vinton, VA 24179 **Phone:** 540-983-0605 **Fax:** 540-983-0621
Website: <https://www.vintonva.gov>

Property Address: _____ Current Zoning: _____

Tax Map ID #: _____ Magisterial District _____

Subdivision: _____ Lot: _____ Block: _____ Section: _____

Proposed Land Use: _____

Proposed District to be Rezoned to: _____

To be submitted as part of this application:

- A plat of this property must be attached and made a part of this application, with a location sketch of the property showing nearest road intersection.
- A plot plan showing boundaries and dimensions of property, width of boundary streets, location and size of buildings on the site, roadways, sidewalks, off-street parking and loading space, landscaping, and the like. Architect's sketches showing elevations of proposed buildings and complete plans are also desirable, and if available, should be filed with application.

By signing this application the property owner authorizes the members of the Planning Commission and Town employees to enter the property during normal business hours in the discharge of their duties in regard to this request.

Owner: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

City/State/Zip: _____

Owner's Signature: _____

Applicant: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

City/State/Zip: _____

Applicant's Signature: _____

Representative: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

City/State/Zip: _____

Representative's Signature: _____

The Planning Commission will study the rezoning request to determine the need and justification for the change in relation to the protection and improvement of public health, safety, convenience and welfare. The following questions are intended to help the applicant show that a rezoning is appropriate.

Please answer all seven questions as completely as possible. Attach additional pages if necessary.

1. Describe briefly the type and use and improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

2. Why does applicant believe the location of the use in question on the particular property is essential or desirable for the public convenience or welfare and will not be detrimental to the immediate neighborhood?

3. Please describe the impact(s) of the request on the property itself, the adjoining properties, and the surrounding area, as well as the impacts on public services and facilities, including water/sewer, roads, schools, parks/recreation, and fire/rescue.

4. Attach a Concept Plan of the proposed project. Plan must be 8.5" X 11" in size. Plan shall show boundaries and dimensions of the property, location, widths, and names of all existing or platted streets within or adjacent to the development; all buildings, existing and proposed, dimensions, floor area and heights, dimensions and locations of all driveways, parking spaces and loading spaces; existing utilities (water, sewer) and connections at the site; landscaping etc. Architect's sketches showing elevations of proposed buildings are desirable and if available, should be filed with the application.

5. It is proposed that the property will be put to the following use:

6. It is proposed that the following buildings will be constructed:

7. Please describe all proposed measures to address the identified impacts resulting from the proposed use and development.

List of Attachments to this Application

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Planning Commission Procedures

Notification Process

The Code of Virginia requires that all rezoning petitions heard by the Planning meet the public hearing requirements. These include:

- Posting notices on personal property regarding the hearing (a staff member will provide the signs at the time the application is submitted)
- Mailings to adjacent property owners notifying them of the date, time, and location of these hearings
- Placing a legal advertisement in a newspaper of general circulation in advance of these hearings to give those interested an opportunity to speak at the hearing (the petitioner may be billed for the cost of legal advertisements)
- Allowing ample time between the submission of the application and the public hearing

Time Frame

A typical special use permit will take 4-6 weeks from the submission of the application to the public hearing. On the evening of the public hearing with the Planning Commission, either the petitioner or his/her representative is expected to give a brief presentation to the Commission and answer any questions members may have.

The Planning Commission usually makes its decision on the evening of this public hearing, but it has 90 days, by law, to make its recommendation to Town Council.