

Conditional Use Application Submittal & Review Procedure

Anticipated review time is a minimum of 3 months



- All materials labeled & submitted to Planning Department share file. All files labeled separately with: Project name, type of document (application, narrative, exhibit, Fiscal Impact Analysis, etc.), 1st Submittal
- If seeking a waiver for the required reports, a waiver request must be submitted to the Planning Department (at least two weeks) in advance of the application in order to ensure that any reports may be waived. When submitting the full application, all reports must be provided or a waiver signed by the Director outlining the reports that have been waived.
- Proof of signatory authority if signing on behalf of owner and/or entity.
- Hard copy “ink signed” application submitted to the Planning Department
- Taxes paid
- Invoice paid & receipt provided



- Please be advised that the minimum review (or completion) time for this application is 90 days. □
- The Planner assigned will reach out to issue comments or to indicate it is ready to move forward to public hearing. (Each resubmittal will add an additional 30 days of review to the minimum review time.



- If plans need to be resubmitted:**
- All materials should be uploaded to the Planning Sharefile and labeled as follows:
 - Case number (CUP2023-00022), project name, type of document (application, title report, plan, etc.), and submittal number (2nd, 3rd, etc.)
 - Please reach out to the Planning Department at 757-514-4060 to confirm your documents have been received.
- Repeat this step until all Land Use comments have been addressed and the Planner has notified you the application is ready for Planning Commission.



- If this application is considered a significant item there will be a 30-day delay in the application moving forward to Planning Commission:**
- Once the application is ready for Planning Commission the Planner will send you an email letting you know when to pick up signs and post them on the property. The sign(s) are required to remain posted on the property until all public hearings have been completed.
 - On the Friday before the Planning Commission meeting, a copy of Staff’s report will be provided to you. The applicant or authorized representative should be available to attend the Planning Commission meeting to speak in favor of your application or address any questions from the Commissioners. This is not required; however it is strongly recommended.
 - Once the Planning Commission makes their recommendation the application will move forward to City Council for a final decision.



- On the Friday before the City Council meeting, a copy of Staff’s report will be provided to you. The applicant or authorized representative should be available to attend the City Council meeting to speak in favor of your application or address any questions from Council. This is not required; however, it is strongly recommended.
- Once City Council has made their decision the planner will notify you when your documents are ready for pick up to be recorded at the Courthouse.

Applicants Signature: _____ **Date:** _____

City of Suffolk Department of Planning
APPLICATION FOR A CONDITIONAL USE PERMIT (CUP)



<i>PART 1- OFFICE INFORMATION: To be completed by staff</i>			
Application Number:		Date Paid:	
Taxes Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application Fee Paid:	
Project Name:	Project Address or Tax Map:		
Date of Decision:		Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

PART 2- GENERAL INFORMATION: To be completed by applicant

Important Notice: Only complete hard copy applications with original signatures are accepted. The estimated review time for a conditional use permit is a minimum of ninety (90) days. It is highly encouraged that applicants attend a pre-submittal meeting, which is coordinated by the Department of Economic Development (514-4040), prior to submitting an application. **The applicant shall confirm with staff that the proposed use(s) require a Conditional Use Permit in the underlying zoning district as specified in Table 406-1 of the Unified Development Ordinance.**

Application Fee: \$840 + \$21 for each additional acre or portion thereof, after one acre
Resubmittals & Deferrals- \$500 after 2nd Submittal

Significant Applications: Please acknowledge that the following projects require **an additional 30 days** of advertisement on the City’s website and a briefing before the Planning Commission and City Council the month prior to the scheduled public hearing and consideration by Planning Commission. Applications involving: a) 100 or more dwelling units, b) 100,000 SF of commercial uses, c) 100 acres or more of property, or as determined at the discretion of the Director of Planning & Community Development.

Applicant initials: _____

Property Address: _____ Tax Map Number: _____

Account Number: _____ Zoning District: _____

Total Site Acreage: _____ Area Subject to CUP: _____

Is this a request to amend a previously approved CUP on this property? Yes No

If yes, please indicate the previous CUP case number: _____

Summary of Proposed Uses/Improvements to the Property): _____

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below. In addition, a thumb drive or other device shall be submitted to provide **digital copies** of all materials. All submittal requirements are explained in detail in Appendix B of the Unified Development Ordinance.

If you would like to request a waiver from certain submittal requirements, the attached Waiver Request Form must be completed and signed.

1. **Narrative description** of the property which shall include the Tax Map and Parcel Number, and a legal description, by metes and bounds, of the land to be reclassified. (3 copies) _____
2. **Narrative description of the proposed use(s)** on the property. (10 copies) _____
3. **Plan of the site** which is prepared to scale and shows all existing and proposed improvements and such other information as is necessary to clearly indicate to the Planning Commission and City Council that adequate provisions shall be made for compliance with all standards for that particular use and the extent of the property to be so used on a given parcel or parcels. (10 full size folded copies, 1 folded 11" x 17") _____
4. **Public Facilities Report** which complies with the requirements of Section 31-601, Adequate Public Facilities, of the Unified Development Ordinance. Refer to Appendix B, § B-19. (6 copies) _____
5. **Traffic Impact Study.** Refer to Appendix B, § B-21. (3 copies) _____
6. **Major Water Quality Impact Assessment** if located in the Chesapeake Bay Preservation Area. Refer to Appendix B, § B-13. (3 copies) _____
7. A **Phase I Environmental Site Assessment** shall be required for any conditional use permit that involves land disturbance for residential, assembly, day care, group home, recreation, school, library or similar use where there may be exposure to contaminants. Refer to Section 31-616. This would then indicate whether a Phase II ESA should be completed. (3 copies) _____
8. Such supplemental material as may be necessary. _____
9. If requesting an amendment to a previously approved CUP, please provide one copy of the conditions that were previously approved. _____

PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale, a letter signed by the owner(s), articles of incorporation, or operating agreement authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

Applicant Information/Person or Company to be Invoiced:

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Applicant Signature: _____ Date: _____

Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 1: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 2: _____ Date: _____

Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____

WAIVER REQUEST FORM

This form shall be submitted to the Director of Planning and Community Development.

In accordance with Appendix B, Section B-5, of the Unified Development Ordinance, the following reports shall be submitted for a Conditional Use Permit Application. If you would like to request a waiver from one or more of the following requirements please check the appropriate boxes, provide a statement as to why the requirement(s) should be waived, and sign below.

- Public Facilities Report, Appendix B, § B-19
- Traffic Impact Study, Appendix B, § B-21A
- Major Water Quality Impact Assessment (if located within the Chesapeake Bay Preservation Overlay District), Appendix B, § B-13
- Environmental Site Assessment, Appendix B, § B-4 (e)(6)

Reasons as to why the above stated requirement(s) should be waived for this CUP Application:

Applicant Signature: _____ Date: _____

To be completed by Planning Division Staff:

Application Number: _____

Director signature for approval: _____ Date: _____