



TOWN OF HALIFAX, VIRGINIA
Office of the Zoning Administrator
70 South Main Street, Post Office Box 627
Halifax, Virginia 24558
(434) 476-2343

ZONING DISTRICT:

APPLICATION FOR SPECIAL USE

APPLICATION FEE: \$125.00

(WHERE APPLICABLE, IF BUILDING PERMIT IS NOT ISSUED WITHIN 120 DAYS OF APPLICATION APPROVAL, A SEPARATE ZONING APPLICATION IS REQUIRED)

1. Name of Applicant/Developer: _____
2. Mailing Address: _____

3. Home Phone #: _____ Work Phone #: _____
4. **Name of Property Owner (if different from above): _____
5. Mailing Address: _____

6. Home Phone #: _____ Work Phone #: _____
**If owner is different from applicant/developer, written consent from the owner or a copy of a legal contract between the developer and owner shall accompany this application.
7. Location or Address of Property where Special Use is requested: _____

8. Tax Map ID #: _____ Lot Size/Acreage: _____ District: _____
9. State Route Number/Street Name: _____ Subdivision: _____
10. Present Zone Classification: _____ Proposed Zone Classification: _____
11. Present Use of Property: _____ Proposed Use of Property: _____
12. Zone Classification of Surrounding Property: _____
13. Are conditions or proffers being offered? ____ No ____ Yes If yes, submit a copy with this application. If this request is a **conditional use**, written conditions or proffers are required to be filed with this application.
14. Briefly state reasons why special use is being requested: _____

15. Briefly describe the improvements that are to be made to the property. State whether new buildings are to be constructed, or if alternatives or additions to an existing building are being proposed: _____

16. State what general improvements or provisions are being proposed for the following, where applicable. These items may be addressed on a separate sheet attached to this application:

- a) Ingress and egress to the proposed property or structure: _____

- b) Traffic Flow: _____

- c) Off-street parking and loading: _____

- d) Control of dust, noise, glare or odor: _____

- e) Utilities, with reference to location and availability: _____

- f) Screening and buffering, including types and dimensions, and any protection to surrounding properties: _____

- g) Yard area and open space: _____

- h) Compatibility with the surrounding properties: _____

- i) Flood Plain information (Is the property located in a flood hazard area?): _____

- j) Hours of operation: _____

- k) Outside lighting (Shall comply with Town Code): _____

- l) Location of signs (Review Town Ordinance for Zoning District): _____

- m) Safety precautions: _____

- n) Other: _____

17. Are there any covenants, deed restrictions, or a deed of dedication associated with this parcel? ___ No ___ Yes
If yes, submit a copy with this application.
18. Why does the applicant believe that the granting of this special use will be beneficial to the Town? _____
- _____
- _____
- _____

ITEMS TO BE SUBMITTED WITH THIS APPLICATION

A site plan shall be submitted with this application that shows boundaries and dimensions of the property, width of abutting streets or right-of-ways; location and size of existing and proposed buildings on the property; location of existing or proposed roadways and walkways on the property; existing and proposed parking and loading areas; and location of water courses or lakes and landscapes. Where applicable, flood information should be provided on the site plan. The distances that the existing and proposed structures are located from the property boundaries shall also be shown on the site plan.

A radius map showing the surrounding properties within 1,800 feet shall accompany this application. A copy of the County Tax Map or County GIS Parcel Map showing the surrounding area will be sufficient. Copies of the Map or portions thereof, showing the general area can be obtained from the Commissioner of the Revenue's Office.

The landowner/developer will be responsible for compliance with all other applicable ordinances and regulations including the erosion and sedimentation ordinance if required.

A list of adjoining property owners shall also be submitted in the space provided on this application. Adjoining properties include properties located across any street, road, right-of-way, river, stream, or railroad. Names of the current owners of adjoining properties can be obtained from the Commissioner of the Revenue's Office.

A list of proffers or conditions shall be attached to this application if this request is a **conditional use** request. Proffers are defined as conditions voluntarily offered by a developer or owner that limits or qualifies how the property in question will be used or developed. Proffers or conditions shall be submitted in writing and signed by the applicant and property owner.

Photographs of the property involved may be included with this application. Photographs should not be larger than 8½ X 11 inches.

Evidence must be presented to show that any delinquent real estate taxes owned to the locality, which have been properly assessed against the subject property, have been paid. A copy of the paid real estate tax ticket or a statement from the Treasurer's Office noting taxes have been paid must be attached to the application.

This application form must be filled out completely with full answers to every applicable statement and question. The application shall be signed by the applicant, the landowner, or their agent.

A **\$125.00 application fee** shall be paid at the time this request is filed. The fee is based on the fee schedule adopted by the Halifax Town Council on March 2, 1982. This fee is to cover administrative expenses (\$50.00), the cost of advertising in the local newspaper and the notification of adjoining property owners. This fee is **non-refundable** once advertisement has occurred. **Checks are to be made payable to "Town of Halifax"**.

The completed application with attachments and the fee are to be returned to the Town Zoning Administrator in the Halifax Town Hall 70 South Main Street.

ADJOINING PROPERTY OWNERS

Owner	Address	Tax Map Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE

I, _____, being duly sworn, depose and say that I am the Leasee/Owner of the property involved in the application. If I am not, I will produce a copy of a contract to purchase the property or I will present certification from the owner granting me the right to submit this application. I further declare that I have familiarized myself with the rules and regulations pertaining to this application and that the foregoing statements and answers provided herein are in all respects true and correct to the best of my knowledge and belief.

Signed: _____

Date: _____

CHECKLIST:

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Fee |
| <input type="checkbox"/> Site/Concept Plan | <input type="checkbox"/> Adjoining Property Owners |
| <input type="checkbox"/> Radius/Vicinity Map | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Evidence of Paid Taxes | <input type="checkbox"/> Flood Information |
| <input type="checkbox"/> Proffers/Conditions | <input type="checkbox"/> Supporting Documentation |

FOR TOWN OFFICE USE ONLY:

Application #: _____ Fee Paid: _____ Date Received: _____

Town Official Receiving Application: _____

Action Taken:

Zoning Administrator: _____ Date: _____

Planning Commission: _____ Date: _____

Halifax Town Council: _____ Date: _____

Halifax Town Manager: _____ Date: _____