



801 Crawford Street, Portsmouth, Virginia 23704

Use Permit Application Form

www.portsmouthva.gov/181/Planning-Department

Notes:

1. A Pre-Application Conference with Planning Staff is required prior to submission of a Use Permit application.
2. A Use Permit may be granted by City Council for uses that may be appropriate in a zoning district but, because of their nature, extent, and external effects, require special consideration of their location, design, and methods of operation before they can be deemed appropriate in the district in accordance with procedures and standards outlined in Section 40.2-533 of the City's Zoning Ordinance.
3. Applicants are encouraged to consult the City's Zoning Ordinance prior to submitting their application. Chapter 40.2 Article III contains site design requirements.
4. Applicants are encouraged to speak with adjoining property owners and/or nearby civic leagues concerning proposed plans.
5. The Use Permit application process takes at least four (4) months.
6. Applications are due at 5:00pm on the date listed in the Planning Commission schedule.
7. A staff coordinator will be assigned to your application and ensure the application is complete. The completed application will be routed to other City departments for comment. Meeting notices will be mailed to adjacent property owners to allow public comment. Staff will write a staff report that includes a recommendation for the application.
8. Applications will not be advertised and will not be included on the Planning Commission agenda if they are incomplete.
9. Planning Commission meets the first Tuesday of each month at 1:30 PM. See the Planning Department website for the Planning Commission meeting schedule.
10. Applications will then be heard at two (2) City Council meetings, typically the following month, which are held the second and fourth Tuesdays of each month.
11. City Council may impose conditions regarding the location, character, duration, and other features of the Use Permit.
12. A Use Permit approval may be revoked by City Council following a public hearing for failure to comply with the terms and conditions of the Use Permit.
13. **The Use Permit Application Fee is \$660 or fee as established in City Code Appendix A Portsmouth Fee Schedule.**
14. **Fees are typically non-refundable once the application has been advertised.**

1. General Project Information

Submission Date:			
Project Address:			
Project/Development Name:			
Tax Parcel Identification Number:			
Lot Area (in square feet):		Zoning District:	

2. Written Description of Request

Explain proposed use in detail.

3. Primary Point of Contact Information

Primary Point of Contact Name:			
Mailing Address:			
Phone Number(s):			
Email Address:			

4. Property Owner Information (if different from primary point of contact)

The property owner must sign the property owner consent box. See item number 5 below.

Property Owner Contact Name:			
Mailing Address:			
Phone Number(s):			
Email Address:			

5. Property Owner Consent

The names, addresses, telephone numbers, and signatures of all owners of the property are required.

Please attach additional sheets as needed.

If a legal representative signs for a property owner, please attach an executed power of attorney.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:		Date Signed:	
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If a business entity owns the property, provide the name and title of the individual authorized to sign the business entity.

Name of Person Authorized to Sign:			
Title of Person Authorized to Sign			
Mailing Address:			
Phone Number:		Email Address:	

6. Applicant Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant Signature:		Date Signed:	
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Submittal Requirement Checklist

Submit digital copies of all required documents. Hard copies of some documents may be required.

A. GENERAL INFORMATION	
	Pre-Application Conference completed
	Use Permit Application (completely filled out with all required information included)
	\$660 Use Permit application fee or fee as established in City Code Appendix A Portsmouth Fee Schedule
	Copy of an approved Certificate of Appropriateness (COA) if located within Downtown Design (DD) Overlay District or within historic district
	A site plan or survey of the property layout, drawn to scale, showing all existing improvements including date prepared.
	Any additional information determined to be required by the Planning Department
B. DETAILED PROJECT NARRATIVE (To be submitted on separate sheets)	
	Written project narrative including existing uses, proposed uses, and all site operations and activities. Include details regarding proposed number of dwelling units, proposed density, number of employees, hours of operation, etc. and all other pertinent details
	Zoning district(s) and existing use(s) of adjacent parcels including across any streets (if applicable)
	Proposed or existing development name
	Project address and parcel number(s)
	Name, address, telephone number, and seal number of all design professionals participating in the development application
C. BUILDING AND OTHER PROJECT DETAILS (To be submitted on separate sheets)	
	Elevation for each building facade (if applicable)
	Description of the type of material(s) used on each facade elevation (if applicable)
	Proposed building height(s) in feet and stories (if applicable)
	Amount of fenestration on the ground floor and upper floor front facade areas of a commercial building (if applicable) See City Code Section 40.2-217(2)(g) for details.
	If the application is related to the building, a detailed floor plan of the building(s) indicating use of each space and ingress/egress
	Traffic Impact Analysis (TIA) (100 trips at peak periods or 1,000 trips per day) (if applicable)

D. SITE PLAN DRAWN TO SCALE	
A conceptual plan of the proposed site layout that includes the following:	
Date prepared	
Proposed land use(s) on the site	
Existing land use(s) on the site (if applicable)	
Planned road network (including street names if available) within 500' of site (if different from existing streets)	
Current flood zones on the property (if applicable)	
Chesapeake Bay Resource Protection Area Delineations (if applicable)	
Wetland Areas (if applicable)	
All easements with dimensions and designation as to type (if applicable)	
Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground (if applicable)	
Location of existing curb cuts, private and public streets, pedestrian walkways, and lighting facilities (if applicable)	
Location of vehicular site access and off-street parking areas including number of spaces (if applicable) See City Code Section 40.2-301 for details.	
Screening devices and techniques for all ground-based and roof-mounted utility equipment (if applicable)	
Location of all trash collection areas, including dumpster pads and screening features (if applicable) See City Code Section 40.2-304(F) for details.	
Location, size, and species of any required landscaping and screening (if applicable) See City Code Section 40.2-304 for details.	
Location, height, and materials of proposed fences or walls (if applicable) See City Code Section 40.2-305 for details.	
Location, height, and materials of proposed site lighting (if applicable) See City Code Section 40.2-306 for details.	
Approximate location and type of proposed signage (if applicable)	

OFFICE USE ONLY		Case Number (Tidemark):	
Received By:		Received Date:	
Accepted as Complete By:		Accepted Date:	