

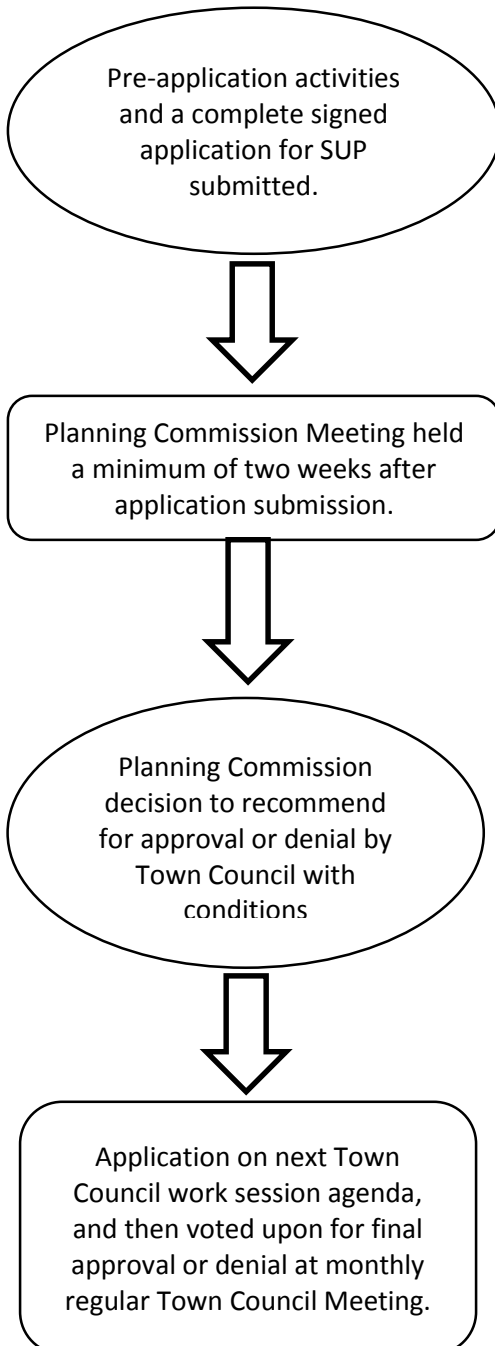


Town of Strasburg
Planning and Zoning Department
 174 E King Street
 Strasburg VA, 22657
 (540) 465-9197 Fax (540) 465-3252

Special Use Permit

Revised 01/18/2016

Process and Supplementary Information: The information below is only intended to provide a basic overview of the information required and other relevant information. For a complete overview, see section 2.20 Special Use Permit (SUP), of the Unified Development Ordinance.



Supplementary Information

- Completed and signed application with \$600 fee paid at time of filing.
- Exact legal description of the property (lot, block, and tract).
- Professional drawings showing:
 - The size and shape of the parcel of land on which proposed use is to be located,
 - The nature of the proposed building or use of land,
 - The location of all proposed buildings or uses, and the location of all existing buildings; and,
 - The front, side, and rear elevations and floor plans of the proposed buildings.

Other Relevant Information

- ❖ **The applicant has no inherent right to receive a Special Use Permit.**
- ❖ Such use shall be one which is specifically authorized as a special permit in the zoning district wherein the Applicant seeks such permit.
- ❖ Such permit may be granted subject to additional reasonable conditions and safeguards as may be deemed by the Town Council to be advisable, appropriate, or necessary in the public interest.
- ❖ A permit shall become null and void if the use is discontinued for two years.
- ❖ If the use of the property substantially changes from the use presented in the application, the special use permit shall become null and void.
- ❖ No more than one special use permit shall be permitted per parcel.
- ❖ Once a SUP is granted, it may be enlarged, extended, increased in intensity upon review and approval.
- ❖ Minor Amendments may be authorized by the Zoning Administrator.
- ❖ An owner of real property, or that owner's authorized representative, may apply for a SUP for the property by filing an application with the Zoning Administrator.
- ❖ An application for a SUP may be withdrawn at any time.
- ❖ If the application has been advertised in compliance with state law, an application requesting substantially the same use on all or part of the same described land shall not be reconsidered within one year of withdrawal.
- ❖ In approving any SUP, the Planning Commission may impose such reasonable standards, conditions, or requirements, in addition to or that supersede any standard specified in the UDO, as it may deem necessary to protect the public interest and welfare.



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Permit Number: _____

Permit Fee: _____

Proposed Land Use

Residential Commercial Other: _____

Base Zoning District

Agriculture/Rural Residential (AG/RR) Estate Residential (ER) Low Density Residential (LDR) Medium Density Residential (MDR)

Community Commercial (CC) Highway Commercial (HC) Business Park/Limited Industrial (BP/LI) Planned Development (PD)

Project Address _____

Applicant Name _____ **Applicant Phone No.** _____

Applicant E-mail _____ **Current Land Use** _____

Owner Name _____ **Owners Phone No.** _____

Owner Address _____

UDO Use Table Land Use and LBCS Code: _____
(e.g., Golf Course Resort, LBCS 5353)

Property Owner/Authorized Agent Consent:

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Property Owner/Authorized Agent Signature

Date

Right to Appeal:

Should any person be aggrieved by any decision of the Town Council, they shall have the right to appeal same to the Circuit Court of Shenandoah County, Virginia in the manner prescribed by law, consistent with the Code of Virginia, §15.2-2314.

Town Staff Only

Permit Fee: _____ **Business License Paid:** _____ **Taxes Paid:** _____

Zoning District: _____ **Tax Map #:** _____ **Floodplain:** _____

Acreage: _____ **Proposed Land Use:** _____ **Use Code:** _____

Complete Application: _____ **Date:** _____

Meeting Decision Dates: _____

Conditions and Comments:

Stamp Final Approval