

**CONDITIONAL USE PERMIT APPLICATION CHECKLIST  
FOR ASSEMBLY USES OCCUPYING BUILDINGS WITH MORE  
THAN ONE LEASABLE SPACE**

The following items are required as part of filing an application for a Use Permit for assembly uses occupying buildings with more than one leasable space:

- The original and two (2) copies of the complete Conditional Use Permit application**, WITH ORIGINAL SIGNATURES ON ONE COPY, including all required development information. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please ensure that the following is included with each application set:*
  - Description of Proposed Use.**
  - Special Power of Attorney**, if applicable.
  - Statement of Ownership.**
  - Zoning map** reduced to 8½" x 11" paper.
  - Map of the property** reduced to 8½" x 11" paper.
  - Vicinity map** on 8½" x 11" paper. *This may be included on the preliminary site plan..*
  - Adjacent property owner's list of addresses** on the form provided with this application or Avery 5260 label format.
  
- The original and two (2) copies of a notarized written certification from landlord or property owner** confirming that:
  - On-site parking can accommodate the assembly use and the existing and future co-tenants by with meeting the requirements setout in 19-411 of the Zoning Ordinance or by obtaining approval of cooperative parking arrangement. If cooperative parking arrangement is being sought, the application shall clearly state request for cooperative parking approval.
  - The building has sufficient noise attenuation qualities to make the assembly use compatible with neighboring units and properties
  - The unit and spaces to be occupied by the assembly use comply with the Virginia Statewide Building Code and all amendments
  - A certificate of occupancy will be obtained from the Department of Development and Permits prior to the assembly use occupying the space.

- Thirty (30) copies** of a **preliminary site plan of the proposed development** drawn to scale and three (3) copies of this plan reduced to 11" x 17" paper and three (3) copies of this plan reduced to 8½" x 11" paper. Plans shall include an architectural seal that demonstrates that the unit and spaces to be occupied by the assembly use comply with the Virginia Statewide Building Code, as amended.
- The **\$300.00 filing fee** for a Conditional Use Permit.
- Stamped #10 (4 1/8" x 9½") envelopes with the name and mailing address of each adjacent property owner printed legibly. (Do not use pre-stamped, dated envelopes from a postage machine. Also, do not include a return address on the envelopes.)
- SIGN FEE.** The applicant is responsible for proper posting of sign(s) on the property. The sign fee is \$25.00 for the first sign, \$20.00 for each additional sign, as required. You will be phoned and advised of when the sign(s) must be posted. Applicants are encouraged to take pictures of the signs after posting and provide them to the Planning Department as proof that the signs were properly posted.
- In addition to the filing fee, the applicant is responsible for all newspaper advertising costs for public hearing notifications. **The applicant will be billed separately for these costs.** The average cost is \$100 per advertisement, with a minimum of four (4) advertisements required (average \$400 per application). These costs include the required advertisements for Planning Commission and City Council. All additional advertising costs incurred due to continuances will also be the responsibility of the applicant.
- The completed Conditional Use Permit Application Checklist.