



SPECIAL USE PERMIT APPLICATION

Date: _____

SUP: _____

Receipt No.: _____

Please complete all sections of the application. Call (757) 253-6685 if you have any questions, or go online to www.james-city.va.us/resources/devmgmt/dept_devmgmt.html

To the Planning Commission and Board of Supervisors of James City County, Virginia:
I (We), the undersigned do hereby respectfully make application and petition the Governing Body of James City County, Virginia, for a Special Use Permit as hereinafter requested, and in support of this application, the following facts are shown:

1. Project Information:

The property is located at: _____

The property is owned by: _____
as evidenced by deed from _____
recorded in Book _____, Page _____, Registry of James City County, Virginia.

Tax map & Parcel ID: _____

The site is zoned: _____

Does site receive public water? Yes _____ No _____ If yes, does site receive public water from the City of Newport News? Yes _____ No _____

Is this site served by public sewer? Yes _____ No _____

The purpose of the Special Use Permit is to: _____

6. The Special Use Permit will apply to _____ acres out of _____ total acres.

2. Applicant/Contact Information:

Name: _____

Company: _____ Phone: _____

Address: _____ Fax: _____
Does applicant want to receive updates via CaseTrak? Yes _____ No _____
If yes, please provide an email address: _____

3. Property Owner Information:

Name: _____
Company: _____ Phone: _____
Address: _____ Fax: _____
Email: _____

4. Does project require a VDOT 527 Traffic Study? Yes _____ No _____
(Please see: <http://www.virginiadot.org/projects/chapter527/default.asp> for more information, or call [757] 253-4832).
If yes, did you include a separate check for the fee? Yes _____ No _____
5. Are all applicable submittal requirements attached? (see attached checklist)
Yes _____ No _____
6. Are proffers attached? (See attached letter for submittal details)
Yes _____ No _____
7. Are there neighborhood restrictive covenants associated with your property? (If so, please attach.)
Yes _____ No _____
If Yes, have you reviewed the covenants against your proposal for consistency?
Yes _____ No _____
If Yes, have you notified and consulted with the Home Owners Association, if any, regarding your proposal?
Yes _____ No _____

The property owner MUST sign this application or it will not be processed.

Applicant Signature: _____ *Date:* _____

Property Owner Signature: _____ *Date:* _____

FEE SCHEDULE
JAMES CITY COUNTY - JAMES CITY SERVICE AUTHORITY
101A Mounts Bay Road - P. O. Box 8784, Williamsburg, Virginia 23187-8784

DATE _____

RECEIPT NO. _____

RECEIVED FROM _____

PROJECT NAME _____

	<u>JAMES CITY COUNTY</u>	<u>JCSA (543-0000)</u>
REZONING* (3340)		
5 acres or less	\$1,200 plus \$75 per acre _____	\$100 _____
More than 5 but no more than 10 acres	\$1,200 plus \$75 per acre _____	\$150 _____
More than 10 acres	\$1,200 plus \$75 per acre _____	\$200 _____
	* Not to exceed \$15,000/proffer amendments pay base fee only	
SPECIAL USE PERMIT (3340)		
General (General special use permits processed with a rezoning shall pay a rezoning fee only)	\$ 1,000 plus \$30 per acre** _____	\$200 _____
Manufactured Home	\$ 100 _____	N/A
Family Subdivision under Section 24-214	\$ 100 _____	\$ 50 _____
Amendment/ Renewal to a Special Use Permit	\$ 400 _____	\$ 50 _____
Wireless Communication Facilities under Division 6	\$1,500 _____	
	** Not to exceed \$5,000	
MASTER PLAN (3340)		
<u>Initial review</u> - Residential Cluster, Mixed Use or a PUD with less than 400 acres (PUDs more than 400 acres shall pay a rezoning fee only)	\$ 200 _____	\$600 _____
<u>Revision of approved plan</u>		
Residential Cluster	\$ 75 _____	\$600 _____
R-4, PUD, Mixed Use	\$ 150 _____	\$600 _____
SITE PLAN (3340)		
<u>Administrative review</u>		
Residential structures or improvements	\$600 plus \$60 per unit \$ _____	\$200 plus \$5 per unit \$ _____
Nonresidential structures or improvements	\$600 plus \$0.024 per sq. ft. of building area \$ _____	\$200 plus \$0.004 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$600 plus \$60 per residential unit plus \$0.024 per sq. ft. of nonresidential building area \$ _____	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____
PUBLIC HEARING APPLICANT DEFERRAL REQUEST \$350 _____ per request		
<u>Planning Commission Review</u>		
Residential structures or improvements	\$1,800 plus \$60 per unit \$ _____	\$200 plus \$5 per unit \$ _____
Nonresidential structures or improvements	\$1,800 plus \$0.024 per sq. ft. of building area \$ _____	\$200 plus \$0.004 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$1,800 plus \$60 per residential unit plus \$0.024 per sq. ft. of nonresidential building area \$ _____	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____
<u>Amendment to an approved plan</u>		
Residential structures or improvements	\$100 plus \$10 per residential unit \$ _____	\$ 50 plus \$2 per residential unit \$ _____
Nonresidential structures or improvements	\$100 plus \$0.004 per sq. ft. of building area \$ _____	\$50 plus \$0.001 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$100 plus \$10 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____	\$50 plus \$2 per residential unit plus \$0.001 per sq. ft. of nonresidential building area \$ _____
Residential or nonresidential structures or improvements where number of dwelling units, building area, pavement, or open space is not changed more than 15 percent	\$100 _____	\$ 25 _____
Zoning Administrator/Fire Dept. review only	\$ 20 _____	N/A
Each additional review after second resubmission	\$250 _____	
Facility Review	N/A	\$1,500 per Wastewater or Well Facility \$ _____
CONCEPTUAL PLAN	\$25 _____	
EROSION & SEDIMENT CONTROL (3375)		
Residential subdivisions	\$70 per lot \$ _____	N/A
All other land disturbing activities (residential site plan)	\$840 per acre for the first 15 acres plus \$560 for each additional acre over 15 acres \$ _____	N/A
All other land disturbing activities (non-residential site plan)	\$600 per acre for the first 15 acres plus \$400 for each additional acre over 15 acres \$ _____	N/A
\$ _____	\$ _____	

TOTAL AMOUNT _____ **CHECK NO.** _____ CASH _____

PREPARED BY _____

REZONING AND SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

Please complete the following checklist to ensure that your application meets the requirements of the Zoning Ordinance. Any section not completed can delay processing of this application and the date of the Planning Commission hearing.

Please note that this checklist is only a guide to facilitate the application process. Section 24-23 of the James City County Zoning Ordinance should be reviewed for a complete list of submittal requirements required with any application for a rezoning or request for a special use permit.

Any request for a waiver to any submittal requirement should be made in accordance with Section 24-23 (c) of the Zoning Ordinance at least one week prior to submittal of any application.

Traffic Impacts:

1. Based on the ITE rates, how many weekday peak hour trips to and from the site will your project generate? _____
2. Which ITE Land Code was used? _____
3. What level of service does the roadway have where your project will enter or exit? _____

If your answer to #1 is greater than 100, or if your answer to #3 is "D" or lower, a traffic study must be submitted.

Water and sewer impact study:

1. What is the anticipated average daily flow of water and sewer volume, in gallons? _____
2. How many residential lots are proposed? _____

If your answer to #1 is greater than 30,000 gallons, or if your answer to #2 is greater than 100 lots, a water and sewer impact study must be submitted.

Conceptual stormwater management plan:

1. Does your conceptual stormwater management plan show approximate location, footprint, and type of BMP? Yes _____ No _____

Adequate public facilities:

1. Have you attached an adequate public facilities report? Yes _____ No _____

Historic and archaeological study:

1. Is the property identified as being a highly sensitive area on the James City County archaeological assessment? Yes _____ No _____

If yes, a Phase IA historic and archaeological study is required.

Environmental inventory:

1. Have you provided an environment inventory in accordance with the James City County Natural Areas policy? Yes _____ No _____

Fiscal impacts:

1. Does your proposal include residential dwelling units? Yes _____ No _____

If yes, a fiscal impact analysis is required.

Master Plan:

1. Does your master plan depict the approximate boundaries and general location of all principal land uses and their building square footage and height, roads, right-of-ways, accesses, open spaces, public uses, and other features located on the site for which approval is sought? Yes _____ No _____
2. Has your master plan been prepared in accordance with Section 24-484 (b)(1)-(5) of the Zoning Ordinance? Yes _____ No _____

Supplemental Information:

1. Supplemental information should be submitted in accordance with the "Supplemental Submittal Requirements for Special Use Permits and Rezoning" policy as adopted by the Board of Supervisors. Is this information attached? Yes _____ No _____

I attest that this checklist is filled out in full. Any section not completed can delay processing of this application and the date of the Planning Commission public hearing.

Applicant Signature

Date

Attachments to this application (please check off):

- _____ Traffic Impact Study
- _____ Water/Sewer Impact Study
- _____ Conceptual Stormwater Management Plan
- _____ Adequate Public Facilities
- _____ Historical and Archaeological Study
- _____ Environmental Inventory
- _____ Fiscal Impact Analysis
- _____ Master Plan
- _____ Supplemental Information