

SPECIAL USE PERMIT CHECKLIST

TOWN OF CHERITON
21334 SOUTH BAYSIDE ROAD
POST OFFICE BOX 188
CHERITON VA 23316
757-331-8200

When a zoning application is submitted for a special use permit, one (1) copy of each of the following items plus a digital copy must be submitted unless items are over 11"x17" in size. In this case, eight (8) copies each of the following items are required of each oversized item. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. *The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the zoning administrator before making a submittal. Incomplete submittals will not be accepted. The submittal must contain the following information:*

NUMBERS 1-7 APPLY TO ALL SEPCIAL USE PERMITS.

1. Completed Zoning Application Section A-D.
2. Legal description of the property.
3. The names and addresses of the property owners abutting the application property and across the street from it, and County Tax parcel numbers for those properties.
4. A written statement of justification for the application addressing the guidelines found in Section 4-3 of the Cheriton Zoning Ordinance.
5. Payment of fee. As fees may change annually, please check with the town office for the current fee schedule.
6. If the application involves a single-wide mobile home (SWMH), the following information must be provided: mobile home manufacture, year manufactured, serial number, proposed use and verification that the SWNH is either a primary or secondary residence for the owner.
7. An accurately-scaled drawing showing the property drawn at a scale with sufficient references to existing streets and subdivisions to enable the property to be located on County maps. The drawing must show:
 - a. The locations and distances to water bodies, Chesapeake Bay Preservation features, and existing and proposed buildings, structures, and uses;
 - b. Soil types and locations;
 - c. Open space areas;
 - d. Existing and proposed sewage disposal systems and water; and
 - e. The locations, names, route numbers, widths and distances to existing and proposed on site and adjacent streets, roads, right-of-ways and parking areas. If sewage and water is off site please submit a legal agreement showing use is granted by the property owner, and Virginia Department of Health permit (if already existing), for use of property in named capacity.

NUMBER 8 ONLY APPLIES TO PROPERTIES GREATER THAT 5000 SQ. FT.

8. A certified plat showing the property drawn at a scale with sufficient references to existing streets and subdivisions enable the property to be located on County maps. The plat must include:
 - a. A scale and north arrow (if feasible, oriented to the top);
 - b. Profiles showing the property's existing and proposed topography, road, street elevations;
 - c. A grading plan showing the proposed grading of the site;
 - d. The locations and distances to existing and proposed utility lines, property boundary lines, trails, bike and /or bridle paths, water bodies and Chesapeake Bay Preservation features;
 - e. The locations and distances to existing and proposed buildings, structures, and uses;
 - f. Information in a tabulation chart identifying the existing zoning, the proposed zoning, the existing and proposed uses(s) of the properties, the existing and proposed number of dwelling units and supporting structures and their sizes in square feet(for proposed residential uses), the number of existing and proposed buildings or structures and their sizes in square feet and/or floor area ration (for proposed non-residential uses), the amount and type of existing and proposed open space, the area used to calculate density/intensity of the proposed use, and the vehicle trips per day and by peak hour anticipated to generated by the existing and proposed uses [Institute of Transportation Engineers (ITE) trip generation figures should be provided at a minimum]; and
 - g. The plat shall contain the seal and signature of the professional that prepared it as well as a statement that the plat complies with all applicable Zoning Ordinance requirements or that the plat would necessitate modifications or exceptions of certain zoning regulations to gain approval, along with a list fully identifying all exceptions or modifications needed. Such professional must be licensed in the Commonwealth of Virginia to prepare and submit such plats/plans.