



**Application for Conditional Use Permit**

Town of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310  
757-331-2036 Fax: 757-331-4820  
[planner@capecharles.org](mailto:planner@capecharles.org)

Date \_\_\_\_\_ Fee: \_\_\_\_\_

\*(Attach Plans)

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Town License: \_\_\_\_\_ State License: \_\_\_\_\_

Location of Improvement: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Type of Improvement: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Estimated Construction Costs: \_\_\_\_\_

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**Conditional Use Permit Checklist**

(Applicant must attach items 1-7)

1. \_\_\_\_\_ completed application
2. \_\_\_\_\_ payment of fees (\$300.00 + \$25.00 per acre)
3. \_\_\_\_\_ letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4. \_\_\_\_\_ concept plan (see attached information for recommended contents)
5. \_\_\_\_\_ plot plan of property
6. \_\_\_\_\_ disclosure statement signed and notarized verifying ownership
7. \_\_\_\_\_ names and addresses of adjacent property owners
8. \_\_\_\_\_ Zoning Administrator's review of documentation

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**CERTIFICATION OF APPLICANT**

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: \_\_\_\_\_

**Conditional Use Permit Plan Checklist**

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Contact Person: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are the project title, name of applicant, and project designer (if applicable) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the date, north arrow, and graphic scale provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the concept plan the minimum size of 8½” x 11” or maximum size 11” x 17”? If only plans larger than the maximum size are feasible, has the applicant provided 15 copies of the plan for distribution to the Planning Commission and Town Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the size of the entire parcel in acres and, if applicable, is size of portion of parcel showing? Are the meets and bounds provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the adjacent streets, alleys, railroads, water bodies, natural features, etc. shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the locations, dimensions, and heights of all structures provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the number, type, and size of dwelling, retail or commercial office units, the gross density, and the location, size and type of recreational amenities provided for the residential, commercial, and mixed use projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the location and dimensions of pedestrian access and plazas as well as vehicular driveways, parking spaces, and unloading facilities shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any outstanding natural features to be conserved, such as slope, ground cover, surface water, trees and vegetation, floodplain, etc. shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any signs, including type, area, height, and placement on site shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is lighting information provided, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location and description of any screening and buffering along the lot perimeter or within the lot provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the building elevations or renderings and description of landscape improvements provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there other information pertinent to the specific request including areas outdoors which are designated for conditional uses, for example, accessory uses, storage areas, recreation area, loading/unloading areas, and dumpster areas on the concept plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	