



801 Crawford Street, Portsmouth, Virginia 23704

Use Permit Application Form

www.portsmouthva.gov/planning/

Notes:
1. A pre-application conference is mandatory prior to submission of an application for a use permit.
2. A use permit approval may be revoked by the City Council following a public hearing for failure to comply with the terms and conditions of the use permit application approval.

1. General Project Information

Project Address:	<input style="width: 100%;" type="text"/>
Tax Parcel Identification Number:	<input style="width: 100%;" type="text"/>
Proposed Use:	<input style="width: 100%;" type="text"/>
Existing Uses that will Remain:	<input style="width: 100%;" type="text"/>
Proposed Hours of Operation: (if applicable)	<input style="width: 100%;" type="text"/>

2. Submittal Requirement Checklist
<i>(One copy of each item is required, provided it is reproducible in an 8 ½" X 11" or 11" X 17" size and a digital copy is provided by CD memory stick or email; otherwise 20 copies are required, unless otherwise stated.)</i>

A. GENERAL INFORMATION

<input type="checkbox"/>	Pre-application conference completed
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Use Permit Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Revision number (if applicable)
<input type="checkbox"/>	Proposed or existing development name (if different from project name)
<input type="checkbox"/>	Project address and parcel number(s)
<input type="checkbox"/>	Name, address, telephone number, fax number, and seal number of all design professionals participating in the development application
<input type="checkbox"/>	A summary of existing use(s) of the site
<input type="checkbox"/>	Written description of project including proposed use and site operations/activities (population, number of employees, hours of operation, etc.)
<input type="checkbox"/>	Transportation analysis, if required
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department

B. Site Details (scale 1" = 20') that includes the following: (Deviations require prior approval from Planning Department)
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<input type="checkbox"/>	All base and overlay zoning district classifications adjacent to the site
<input type="checkbox"/>	Parcel boundaries of all parcels adjacent to the site
<input type="checkbox"/>	Names of all subdivisions and land owners owning lots adjacent to the site

Project Address:	<input type="text"/>
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Tax Parcel Identification Number:	<input type="text"/>
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2. Submittal Requirement Checklist cont'd

<input type="checkbox"/>	Existing streets within 200' of site with names, centerline, curb and gutter elevations and slopes, height, width, and thickness of paving rights-of-way
<input type="checkbox"/>	Planned road network (including street names if available) within 500' of site (if different from existing streets)
<input type="checkbox"/>	Existing land uses on the site and adjacent parcels (including across any streets)
<input type="checkbox"/>	All easements (including drainage) with dimensions and designation as to type
<input type="checkbox"/>	All historic properties and districts adjacent to the site
<input type="checkbox"/>	Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground
<input type="checkbox"/>	Location of existing curb cuts, private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside trash storage facilities
<input type="checkbox"/>	Outlines of proposed buildings, including use of each room, ingress/egress, bathrooms, etc.
<input type="checkbox"/>	Approximate location of off-street surface parking areas (including number of spaces)
<input type="checkbox"/>	Approximate location, height, and materials of proposed fences or walls
<input type="checkbox"/>	Approximate location and type of proposed landscaping
<input type="checkbox"/>	Approximate location and type of proposed signage
<input type="checkbox"/>	Proposed building heights (in feet and stories)
<input type="checkbox"/>	Description of the type of material(s) used on each façade elevation
<input type="checkbox"/>	Materials board (2' by 3') demonstrating material and color of all primary and accent building materials for development within the D1, D2, or an activity center district
<input type="checkbox"/>	Elevation for each building side facing a street, public open space, or public building with benchmarks shown (elevations referenced from City of Portsmouth datum)
<input type="checkbox"/>	Amount of fenestration on the ground floor and upper floor front façade areas of a commercial building
<input type="checkbox"/>	Screening devices and techniques for all ground-based and roof-mounted utility equipment
<input type="checkbox"/>	Location of all refuse collection areas, including location of dumpster pads, screening devices, and screening gates

Additional notes for Applicants:

1. The Use Permit Application process takes at least four (4) months. Planning Commission meets the first Tuesday of each month at 1:30 PM. Applications will be heard at two (2) City Council meetings, which are held the second and fourth Tuesdays of each month at 7:30 PM.
2. The City may impose conditions contingent on issuing the Use Permit relating to the design of the building, the layout, etc.
3. Applicants are encouraged to speak with adjoining property owners and/or nearby civic leagues concerning proposed plans.



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Master Development Application Form

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- Notes:**
1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
 2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
 3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
 4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
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Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit (PC)	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Map Amendment (PC)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Major Subdivision (PC)
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Variance Permit (PC)	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	

4. Property Owner Information (if different from the primary point of contact) <i>The property owner must sign a property owner consent box (See item number 5 on the following page.).</i>			
Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

5. Property Owner(s) Consent	
Project Address:	
Tax Parcel Identification Number:	

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:	Date Signed:
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:	
Title of Person Authorized to Sign:	
Mailing Address:	
Phone No.:	

6. Applicant's Signature	
By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.	
Applicant's Signature:	Date Signed:

OFFICE USE ONLY	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: