



# CONDITIONAL USE PERMIT APPLICATION

CITY OF WAYNESBORO, PLANNING DIVISION

Reference City Code [Sec. 98-7-6](#)

Application Fee \$350

## A.) SITE INFORMATION:

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map No./Legal Description: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

Is Property Located in Flood Hazard Area According to Local FEMA Map?     YES     NO

Is Property Located within the Enterprise Zone?                                     YES     NO

Project Description (use a separate sheet as necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B.) APPLICANT INFORMATION:

Property Owner of Record: \_\_\_\_\_  
(Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

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

\*Applicant Name: \_\_\_\_\_  
(Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

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

\* If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).

**FOR OFFICE USE ONLY:**

Date Rec'd \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ MS Receipt # \_\_\_\_\_ Application # \_\_\_\_\_ Approval Date \_\_\_\_\_  Not approved

**C.) (OPTIONAL) LICENSED PROFESSIONAL [Architect, Engineer, Surveyor, Landscape Architect]:**

Firm Name: \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
(Printed) (Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Professional License # \_\_\_\_\_

**E.) SELECT PRIMARY CONTACT PERSON FOR STAFF:  Owner  Applicant  Licensed Professional**

**D.) SIGNATURES:**

*If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).*

**AFFIDAVIT:** The undersigned  property owner, or  duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; WITH THE UNDERSTANDING THAT ANY INCORRECT INFORMATION SUBMITTED MAY RESULT IN THE DELAY OR RESCHEDULING OF APPROVAL. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of contact

\_\_\_\_\_  
Signature of Owner, Contract Purchaser, Agent

\_\_\_\_\_  
Date

## WHAT IS A CONDITIONAL USE?

A conditional use is a use that *might* co-exist suitably with the other surrounding uses (e.g., a day care in a residential neighborhood), but the use requires a case-by case review to ensure that it is compatible before it is approved. Within the Zoning Ordinance, the Use Table (Section 2.4) establishes which uses require a Conditional Use Permit within a given Zoning District. These uses require legislative review and approval by City Council. In their action, Council may place conditions on the use (e.g., require additional screening or buffers, limit hours of operation, etc.) to reduce the impacts to the neighboring uses.

## PROCEDURES FOR CONDITIONAL USE PERMITS

[City Code Chapter 98 [Section 7.6](#)]

### 1. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with the City Planner is required. This meeting will provide basic information on the City's review process including application filing and deadlines. This meeting will also identify expectations for the application materials, level of detail required to recommend approval of the application, and will help identify any problems that could adversely affect review and approval of the application. Contact the City Planner at 540-942-6604 to schedule a pre-application meeting.

### 2. DEADLINE

Deadline for application submission is the **First Thursday of the month**.

### 3. APPLICATION SUBMITTAL REQUIREMENTS

An application for a Conditional Use Permit shall not be deemed complete until the following information is provided:

- Application Form:** A completed application form. All owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required (Form A-2). Faxed or photocopied signatures will not be accepted.
- Application Fee:** The filing fee is **\$350**. Checks should be made payable to the “**City of Waynesboro**”.
- Project Description:** A written summary describing the proposed project and explaining the manner in which it meets the standards of the zoning ordinance must be submitted. This description should also include any proposed mitigation measures necessary to ensure that the proposed use is compatible with surrounding uses. If the proposed project increases demand on the public infrastructure (i.e., roads, alleys, utilities, etc.), the applicant should identify how the proposed project will address the increased demand.
- Concept Plans:** Eight (8) copies of a concept plan or site plan are required. Plans should provide sufficient detail to permit the staff to make a determination of feasibility of the proposed project and its compatibility with surrounding properties. (Under limited circumstances, Planning Director may waive the requirement for a concept plan.)

***The City Planner may require additional information at any time during the review process.***

### 3. REVIEW AND LEGISLATIVE APPROVAL OF CONDITIONAL USE PERMITS

The Planning, Zoning, Public Works, Fire, Police, and other city departments will review Conditional Use Permits (CUP) applications and work with the applicant to resolve concerns. Once the application is ready, the City Planner will prepare a staff report and schedule a public hearing with the Planning Commission. At the public hearing, the Planning Commission will review the public's comments, the application, and the staff report. These inputs will be used to make a recommendation to the City Council on the CUP application.

To approve a CUP, City Council must pass an ordinance which requires two separate meetings. At the first meeting, the Council holds its public hearing, receives the staff report and Commission's recommendations, and typically introduces the ordinance. At the second meeting, Council may vote to approve, deny, modify, table, or send the matter back to the Commission for additional consideration. If Council approves the CUP request, it will attach such conditions as it deems reasonably necessary to ensure the use will be compatible.