



Town of Mount Jackson, Virginia

PO Box 487, Mount Jackson, VA 22842

Special Use Permit Application

Date Submitted: _____

Application Fee Paid _____

Applicant: (Owner) (Lessee): _____

Address: _____ Phone _____

Use Applied For: _____

Property Address: _____ Parcel Number: _____

Parcel Size: _____ Current Zoning: _____

Type and Size of Existing Buildings: _____

Proposed Structure Changes: _____

If approved, I agree to fully abide by the terms of this permit and carry out the approved use in full compliance with the Zoning Ordinance of Mount Jackson, Virginia.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

For Office Use

Planning Commission Action:

Date of Public Hearing: _____ Recommendation: _____

Town Council Action:

Date of Public Hearing: _____

Decision of Town Council: On _____, the governing body : Approved ___ Disapproved ___
this application with the following conditions: _____

By: _____

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Clerk, Town of Mount Jackson, Virginia

To Accompany Application:

1. A narrative description of the property which shall include the assessor's parcel number or in the case of a recorded subdivision, the lot number and block description.
2. A narrative description of the proposed uses of the property.
3. A sketch plan of the site prepared at scale to show all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the commission and the town council that adequate provisions will be made for compliance with all standards for that particular use and the extent of property to be so used on a given parcel or parcels.
4. Property owner's signature or written consent.
5. A traffic statement specifying the expected trip generation, both 24-hour and peak hour, and, if either exceed the trip generation limits established in article II, division 5, a traffic impact analysis prepared in accordance with that section.
6. Such other attachments as may be necessary by virtue of being in an overlay district or other existing Town Code provision or adopted policy document.

Procedure for Special Use Permits:

1. Application for the establishment of special uses shall be submitted to the zoning administrator and, upon determination that such application contains all necessary elements, shall be deemed received by the council and referred to the planning commission for its review and recommendation.
2. Every application for a Special Use Permit shall be accompanied by the fee that shall be set from time to time by the Town Council. The application shall be filed in writing on the appropriate form at least thirty (30) days prior to the duly advertised public hearing before the Town Council and Planning Commission.
3. If approved, unless otherwise specified by the conditions of the permit, failure to establish the special use authorized by the permit within eighteen (18) months from the date of approval by the council shall cause the permit to terminate automatically. Where any special use is discontinued for any reason for a continuous period of two years or more, the special use permit shall automatically terminate without notice.
4. When the council has acted on an application for a special use permit and has denied it, no other application for substantially the same request shall be considered until one year has elapsed from the date of the council's action.
5. Conditions that may be applied by the Town Council as part of an approved application will be in addition to the requirements of the zoning district in which the use is located.