



City of Bristol Virginia - Planning Department
300 Lee Street
Bristol, VA 24201
Phone: 276-645-7470
Fax: 276-821-6099

Special Exception Application (\$100.00)

Street Address/Location of Property for which Special Exception is requested: Tax Map Number

Existing Zoning:

Existing Use: Desired Use:

Has this property been the subject of a similar proposal before? If yes, when?

Please attach a written description of the proposed use of the property, as well as a conceptual site plan showing the existing property and any proposed improvements.

Please note: It is required that a notice be sent to all adjacent property owners by the Planning Department staff in conformance with the state law, and that two public notices be placed in the newspaper prior to the public hearing on the application. Both mailing and advertising costs shall be paid by the property owner/applicant.

The application fee of one hundred dollars (\$100.00) shall be due upon submittal of this application. The other costs will be invoiced to the property owner or applicant and must be paid prior to the public hearing date.

Name of Property Owner:

Name of Applicant (if different than owner):

Address of Property Owner:

Address of Applicant:

Phone:

Phone:

Email:

Email:

In addition to the application fee (\$100.00), I understand that the property owner/applicant shall be required to pay the cost of advertising and the cost of mailing notices to all adjoining property owners via certified mail (per requirement of Virginia Code §15.2-2204).

Signature of Owner: Date

Signature of Applicant: Date

FOR DEPARTMENT USE ONLY

Special Exception File Number:

Received By Date