



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

Special Use Permit Application (\$100.00)

Please consult with the City Planner prior to submittal of this application.

Address/Location of Property for which Special Use is requested:

Existing Zoning:

Existing Use:

Desired Use:

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

Please attach a narrative description of what is being proposed and a concept site plan or other information to explain the request.

It is required that a public hearing be held and properly advertised and that notice be sent to all adjacent property owners by the Planning Department staff in conformance with the state law. The cost for both the public notice in the newspaper and the postage shall be paid by the property owner/applicant.

All required material should be submitted to the Planning Department the last day of the month in order to have the matter put on the agenda for the next month's Planning Commission meeting which is scheduled for the third Monday of each month. Note: Meeting dates are subject to change.

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 for a public hearing 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 Use File Number:

Received By

Date