



**City of Emporia**  
**Community Development and Planning**  
 201 South Main Street  
 Emporia, Virginia 23847  
 (434) 634-3332 (434) 634-0003 (F)

**Permit Number** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Tax Map #** \_\_\_\_\_  
**Zoning District** \_\_\_\_\_  
**Enterprise Zone** Yes \_\_\_ No \_\_\_

**LAND USE AMENDMENT APPLICATION**  
*Information must be typed or printed and completed in full.*  
*Attach additional pages where necessary.*

**Land Use Information:**

- Application Type:  Variance  Rezoning  Conditional Use Permit  
 Special Exception  Amendment  Appeal  
 Telecommunications  Tower  Co-location on existing tower

Description of Request: \_\_\_\_\_

Proposed Acreage: \_\_\_\_\_

**Applicant/Agent Information:**

Is the applicant:  Property Owner (If property owner skip to next section)  Contract Purchaser  Other: \_\_\_\_\_

Agent(s): \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If you are the agent for the property owner, do you have consent of the owner attached?  Yes  No

**Property Owner Information:**

Property Owner (s): \_\_\_\_\_ Phone # \_\_\_\_\_

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

**Property owners mailing address (If this is different from that listed in the Assessor's Office)**

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



permit, special exception, or other applicable amendment, please explain the request (proposed change in structure(s) including all signs).

**E. Proffers and Conditions**

List any conditions or proffers currently associated with this property.

If the applicant proffers any conditions (§ 15.2-2297 of the Code of Virginia), they must:

- 1) Have a reasonable relationship to the rezoning
- 2) Not include a cash contribution to the City of Emporia
- 3) Not include mandatory dedication of property
- 4) Not include payment for construction of off-site improvements

Proffers may be amended in writing prior the Planning Commission public hearing.

If this is an application for a **conditional zoning**, the following conditions are voluntarily proffered:

F. Please list any and all restrictive covenants, deed restrictions and other special considerations:

G. If required by the Zoning Administrator, attach a site plan / plot plan / survey plat / building dimensions / densities showing the location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes:

- (1) Special use permits shall be for an indefinite period of time unless the Planning Commission imposes a condition specifying a shorter duration. Such permits shall run with the land unless the City of Emporia imposes a more restrictive condition with regard to the succession to rights in such a permit.
- (2) The City of Emporia may include, as part of the ordinance granting any conditional use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This application for a conditional special use permit must be accompanied by two (2) copies of any required site plans or plot plans.

H. If requesting a variance, explain the unique physical hardship or extraordinary situation (size, shape, topography, etc.) that is justification for the request:

I. Explain how the zoning ordinance prohibits or unreasonable restricts the use of the property.

J. Applicant Remarks

Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience Checks must be made payable to: "Treasurer, City of Emporia".
- ✓ Enclosed with the application, a copy of the appropriate city tax map with the property marked and, if available, a surveyed plat of the entire parcel.
- ✓ Enclose with this application any required plans or plats (plans must be folded).
- ✓ Enclose with this application any additional information to assist with review and determination.

I/We hereby certify that to the best of my/our knowledge all the above statements and the statements contained in any exhibits transmitted are true and that the adjacent property owners listed herewith are the owners of record as of the date of the application:

Date: \_\_\_\_\_

Applicants Name \_\_\_\_\_  
*(Typed or printed)*

Signature of Applicant \_\_\_\_\_

**Note:** Incomplete application will not be accepted. Any request that requires plans must be accompanied by application at time of submission.

*For Office Use by the Community Development Planning and Zoning Department and/or the Planning Commission*

Zoning/Subdivision Code **(90-14 or 66-8): Fee Paid:**

Copy of Receipt attached

Action Taken:

\_\_\_\_\_  
Planner / Zoning Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Zoning Appeals

\_\_\_\_\_  
Date

**PERMIT FEES**

<b>VARIANCE</b>	<b>\$300.00</b>
<b>REZONING</b>	<b>\$400.00 + 50/lot</b>
<b>CONDITIONAL USE PERMIT</b>	<b>\$300.00</b>
<b>TELECOMMUNICATIONS TOWER (CONDITIONAL USE)</b>	<b>\$1,500.00 per plus review by private consultant if deemed necessary for final approval</b>
<b>CO-LOCATION ON EXISTING TOWER (CONDITIONAL USE)</b>	<b>\$300.00 per plus review by private consultant if deemed necessary for final approval</b>
<b>SPECIAL EXCEPTION</b>	<b>\$300.00</b>
<b>AMENDMENT TO CONDITIONAL USE</b>	<b>\$300.00</b>
<b>RENEWAL OF CONDITIONAL USE</b>	<b>\$300.00</b>
<b>REQUEST FOR PRIVATE ROAD- NAME/SIGN</b>	<b>\$100.00</b>
<b>REQUEST TEXT AMENDMENT</b>	<b>\$400.00</b>
<b>APPEAL</b>	<b>\$300.00</b>
<b>AMENDMENT TO PROFFERED REZONING</b>	<b>\$300.00</b>