



## City of Petersburg

### Department of Planning and Community Development

#### **PROCEDURES FOR PETITION FOR SPECIAL USE PERMITS**

1. Applicant files petition with the Petersburg Department of Planning and Community Development, City Hall, 135 N Union Street, Petersburg, Virginia 23803.
2. **The Filing fee for Petitions for Special Use Permits is \$1,500.** A Check or Money Order *made payable to the City of Petersburg* is to accompany the application.
3. A Plat of the property must also accompany the petition.
4. The Department of Planning and Community Development Staff will refer the petition to the Planning Commission to hold a public hearing and consider the petition. Department of Planning and Community Development staff shall advertise the public hearing twice during a fourteen-day period, and the Planning Commission will hold a public hearing, and make a recommendation to the City Council regarding the petition.
5. The City Council schedules then advertises a public hearing regarding the petition.
6. The City Council holds a public hearing then considers the petition with the Planning Commission recommendation and renders a final decision to approve or disapprove the petition.

*PLEASE NOTE: The special use permit process may take up to three months.*

# PETITION FOR SPECIAL USE PERMIT

RETURN TO: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
(CITY HALL, THIRD FLOOR, ROOM 304)  
FILING FEE: \$1,500 (CHECK OR MONEY ORDER) AT THE TIME OF SUBMITTAL

CASE NUMBER: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ hereby petition for a special use permit for \_\_\_\_\_  
at the following described properties:

**A. DESCRIPTION OF PROPOSED USE: (INCLUDE ANY PROPOSED CONDITIONS)**

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

**B. PROPERTY INFORMATION**

1. Tax Parcel Identification Number(s):

\_\_\_\_\_

2. Current Street Address(es) if assigned):

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

3. Approximate Area:

\_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

4. Public Street Frontage:

\_\_\_\_\_ ft.

5. A boundary plat of this property outlining the area to be use must be attached to this petition.

6. The following deed restrictions may affect the use of this property:

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

7. Brief:

Said deed restrictions will expire on: \_\_\_\_\_

**C. JUSTIFICATION FOR SPECIAL USE PERMIT**

- 1. The proposed use is in the interest of the public health, safety, morals and general welfare of the community because: (Provide a detailed statement of reasons why the proposed use should be granted).**

---

---

---

---

---

- 2. The material impact of the proposed use will not be detrimental to the public welfare of the City nor to adjacent property owner(s) or properties located within the nearby vicinity because: (Specify reasons to substantiate this statement and/or present ways the impact may be mitigated).**

---

---

---

---

---

- 3. The proposed use will be advantageous to the City and benefit the welfare of the general public because: (Specify reasons to substantiate this statement).**

---

---

---

---

- 4. Describe your experience with developing and maintaining the use in question (Provide references and/or examples).**

---

---

---

---

**D. CERTIFICATION:**

The undersigned applicant certifies that they:

\_\_\_\_\_ (a) are the owner, lessee or agent for (specified in writing)

\_\_\_\_\_ (b) possess a proprietary interest in (contract or option agreement)

the property(ies) identified within this PETITION FOR SPECIAL USE PERMIT, and that the foregoing information and statements herein provided, and all other information herewith submitted, are in all respects true and correct to the best of their knowledge and belief.

Signed:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

**APPROVED**

\_\_\_\_\_  
City Attorney

**TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**ACTION RECORD**

Date Filed (with Planning Department):

\_\_\_\_\_

Date of Planning Commission Public Hearing:

\_\_\_\_\_

Planning Commission Action(s):

\_\_\_\_\_

Date of City Council Hearing:

\_\_\_\_\_

City Council Action(s):

\_\_\_\_\_