



CITY OF BUENA VISTA

CONDITIONAL USE PERMIT

CITY OF BUENA VISTA
Office of Planning and Zoning
2039 Sycamore Avenue
Buena Vista VA 24416
(540) 261-8607

Submission Date: _____

PACKET CHECKLIST

- Permit Form
- Site Plan
- Erosion & Sediment Control Plan, if required
- Power of Attorney Affidavit, if applicant is not property owner (Notarized)
- Interest Disclosure Affidavit, if applicable (Notarized)
- Permit Fee (Note: fee is non-refundable once public meeting has been advertised)

APPLICANT/AGENT INFORMATION

Name:						
Address:						
City:		State:		Zip:		
Phone:						

PROPERTY OWNER INFORMATION

Name:						
Address:						
City:		State:		Zip:		
Phone:						

PHYSICAL LOCATION OF PROPERTY			
Address:			
If none, describe location:			
Tax Map Number:		Zoning:	

APPLICANT SIGNATURE			
Printed Name:		Title:	
Signature:		Date:	
Zoning Administrator:		Date:	
Building Inspector:		Date:	
Staff Comments:			

PROPOSED USE

If a temporary use, beginning and end dates:

Summary and general comments on proposed use:

How with this use fit in with nearby uses?

Discuss impact on traffic & parking:

List any proffered conditions

Zoning Code Reference(s):

USE ADDITIONAL SHEETS IF NECESSARY

Site/Building Plan Checklist:

- Vicinity map of site
- North arrow
- Owner, Project Name, and Date of drawing on each sheet
- Property boundaries, or a separate plat document
- Location and names of all adjacent streets, roads, and alleyways
- Location and description of all existing and proposed easements, encumbrances, and rights-of-way
- Location of existing utilities, above and underground
- Existing and proposed parking, both off-street and on-street, conforming to §703
- Existing and proposed exterior lighting
- Location and design of existing and proposed landscaping, fencing, and screening
- Floorplans of all building, showing location and use of each room

Additional Items if Construction is Proposed:

- Area of total land disturbance, in square feet or acres
- Elevation and topography as depicted by contour lines
- Location of floodplain, if applicable, and FEMA classification
- Location and name of any watercourses
- Proposed open space, buffer areas, conservation areas, storm water retention facilities, or other community facilities

Erosion & Sediment Control Plan, if land disturbance of 10,000 sq ft or more