



CONDITIONAL USE PERMIT (CUP) APPLICATION

County of New Kent, Virginia
Planning Department

Web site: www.co.new-kent.va.us/209/Planning

New Kent County ♦ Planning Department ♦ P O Box 150 ♦ New Kent, VA 23124 ♦ Phone 804-966-9690 ♦ Fax 804-966-8531

Use P O Box for all mail. Street address: 12007 Courthouse Circle, New Kent, VA 23124 FOR DELIVERIES ONLY

DESCRIPTION OF PROPERTY

Tax Map Parcel Number(s): _____ Total Lot Area (Acres): _____
 GPIN: _____
 Property street address: _____
 Current Zoning: _____ Proposed Zoning: _____
 Current Use: _____ Proposed Use: _____
 Does proposed zoning/use include entire property? [] YES [] NO
 If no, how much will be used for proposed use? _____

OFFICE USE ONLY

DO NOT WRITE IN THIS BOX

Application No: _____ - _____
 AFD Status: _____
 Date Received: _____
 Tax Receipts: Yes No
 Fee Amount: \$ _____
 Staff Initials: _____

PROPERTY OWNERS INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: Work: _____ Home: _____
 Cellular/Pager: _____ Fax: _____
 E-mail Address: _____

APPLICANT'S INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: Work: _____ Home: _____
 Cellular/Pager: _____ Fax: _____
 E-mail Address: _____

AGENTS INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: Work: _____ Home: _____
 Cellular/Pager: _____ Fax: _____
 E-mail Address: _____

WATER/SEWER SUPPLY

- Public Water
 Public Sewer
 Well
 Septic
 Other: _____

As part of the submission, the following questions must be answered in detail in narrative form. Answers of "Yes" or "No" are **NOT ACCEPTABLE** and the application is not complete until 25 copies of this narrative have been submitted.

1. Describe in detail, the proposed use(s) of the property.
2. Describe in detail, how the proposed use may impact surrounding properties. Please relate your response to the existing zoning and land uses in the area, plus the characteristics of the proposed use—hours of operation, activity levels, appearance, etc.
3. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
4. Describe the environmental impact of the proposed development and the efforts to be undertaken to abate air, water, noise, stormwater, and other environmental impacts during and after construction.
5. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways and provide a professionally prepared traffic impact analysis for any development expected to generate 1,000 vehicle trips per day or more.
6. Describe the impact of the proposed use on New Kent County's Schools.
7. Describe the impact of the proposed use on New Kent County public services—water service, wastewater disposal, solid waste disposal, fire, rescue, law enforcement, libraries, etc.
8. Describe the impact the proposed use(s) will have on any historic sites or structures on the property or in the vicinity.
9. Describe the impact the proposed use(s) will have on any rare, endangered, or irreplaceable species or natural areas.
10. Describe the impact the proposed use(s) will have on the scenic or natural beauty of the County.

For those plans requiring review by the Planning Commission, the applicant shall, in addition to the plan sheets required above, submit an overall plan on one (1) or more eleven-inch by seventeen inch (11" x 17") reproducible sheets and shall provide sufficient copies of larger plan sheets as required for the Planning Commission distribution list of twelve (12). In addition, the applicant shall provide electronic copies of all applicable documents.

I/We as the property owner/applicant/agent give permission for County personnel to enter subject properties in relation to the administration of this application and to any applicable New Kent County, State of Virginia or U.S. Federal Government regulations. Additionally, if the County Planning Department deems it necessary for an outside agency or organizations review any technical part of this application, I/we agree to reimburse the County for all costs associated with such outside reviews and consultation within 15 business days of being billed by the County.

Property Owner Signature: _____	Date: _____
Property Owner Signature: _____	Date: _____
Property Owner Signature: _____	Date: _____
Applicant/Agent Signature: _____	Date: _____
Applicant/Agent Signature: _____	Date: _____

All property owners must sign the application

FEES

The fees for this application consist of an application fee and a Map Maintenance fee (*see below for calculations*). The fee for this application is **\$1600.00 plus \$40.00 per disturbed use acre**. Make checks payable to *Treasurer of New Kent County*. **Fees must be submitted at time of application.**

Fee:	\$ 1600.00
+ \$40.00 per acre(fraction),	
Number of acre(fraction): _____ x \$40=	\$ _____
Map Maintenance Fee:	\$ 35.00
+ \$10.00 per acre(fraction),	
Number of acres(fraction): _____ x \$10=	\$ _____
Total Due:	\$ _____