



COUNTY OF APPOMATTOX
Department of Building Inspections
 Post Office Box 787
 Appomattox, Virginia 24522
 (434) 352-8183 phone (434) 352-4214 fax

TYPE OF REQUEST:

Building Code Appeals Board Fire Code Appeals Board
 (Circle One of the above)

REQUIREMENTS AND INSTRUCTIONS FOR FILING APPLICATION

- * The APPLICATION FORM must be filled out completely with full answers to every statement and question. If space is not sufficient, a supplemental sheet may be added to the petition.
- * A FILING FEE, payable to Appomattox County, must be paid at the time of filing application
 \$ _____

I (we), the undersigned, do hereby respectfully make application and petition the Governing Body for a conditional use permit. As hereinafter requested, and in support of this application, the following facts are shown:

COMMONWEALTH OF VIRGINIA
COUNTY OF APPOMATTOX

I, _____ being duly sworn, depose and say that I am OWNER / *LESSEE of the property involved in this application and that I have familiarized myself with the rules and regulations of the Zoning Administrator with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map and property owners' list thoroughly to the best of my ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my knowledge and behalf.

Signature _____

*If signing as Lessee, the owner must provide a written statement granting permission for you to file petition on his / her behalf.

Mailing Address _____

Phone Number _____

Date _____

Subscribed and sworn to before me this day _____ of _____

 Notary Public

 My Commission Expires

Physical address: _____
If address is not available, give two neighboring addresses (# and street), between # _____
_____ and # _____. It has a total acreage of _____.
The tax map number(s) is/are _____.

The property in question is owned by _____ as evidenced by deed from
recorded in Book _____, Page _____.

Please describe the proposed development use in detail. (Use extra sheets if needed).
State whether new buildings are to be constructed, existing buildings are to be used, or additions made to
existing buildings. This section not applicable if this is a variance or appeal case.

Why does applicant believe the location of the use in question on the particular property is essential or
desirable for the public convenience or welfare and will not be detrimental to the immediate
neighborhood?

Describe how the proposed use and improvements are to be designed and arranged to fit into the
development of adjacent property and the neighborhood.

If applying for a variance or appeal, please list the code section from which you seek a variance/appeal:

What is the extent of the variance (# of feet, percentage, etc.):

If appeal, please describe the nature of your appeal:

Furnish detailed concept plan showing boundaries and dimensions of property, width of boundary street,
location and size of buildings on the site, roadways, walks, off-street parking and loading space,
landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete
plans are also desirable and if available should be filed with application.

Furnish a list of all the individuals, firms or corporations owning property adjacent to the boundaries of
the subject property including across any street, body of water, railroad or other similar feature. The list
must include the owner's name, mailing address & tax map number. This information is available at the
Commissioner of Revenue's Office, if they are not known.