



SPECIAL EXCEPTION APPLICATION

CHESAPEAKE PLANNING DEPARTMENT

APPLICATION NUMBER: _____
(Assigned by Chesapeake Planning Department)

GENERAL INFORMATION

1. Applicant(s): _____
Address: _____

Daytime Phone: _____ FAX Number: _____
E-mail address: _____
Interest in subject property: _____

2. Agent(s): _____
Agency: _____
Address: _____

Daytime Phone: _____ FAX Number: _____
E-mail address: _____

3. Owner(s) of property: (If different from applicant)
Name: _____
Address: _____

Daytime Phone: _____ FAX Number: _____

ACKNOWLEDGEMENT

APPLICATION NUMBER: _____

DECLARATION OF PLANNING COMMISSION / CITY COUNCIL INTEREST:

Does any member of the Planning Commission or City Council own or have any personal or financial interest in the land which is subject to this application, or has any personal or financial interest in the outcome of the decisions, as defined by the Virginia Conflict of Interest Act? No Yes If yes, please explain:

DECLARATION OF ACCURACY:

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that wrongful certification or failure to provide required or requested documents that become available after the initial submittal of this application may result in a delay in, or invalidation of, any official governmental action taken. Fraudulent representations may lead to additional penalties under law.

I also certify that the list of adjacent property owners, if required, is complete and correct as of the date of this application submittal. I will update any changes in ownership of the property that is the subject of this application and adjacent property owners upon learning that any such property has been conveyed prior to final action on this application. I understand that if the list of adjacent property owners is determined to be inaccurate, out-of-date or incomplete at a later date, any action taken on this application may be deemed null and void.

DECLARATION OF FINANCIAL RESPONSIBILITY FOR ADVERTISING COSTS:

I, the undersigned, understand that the cost of newspaper advertising for public hearing notification purposes is my responsibility and agree to pay all notices of payment due and bills associated with advertising costs for this application, including all readvertisements for continuances and appeals. *Party responsible for advertising:* Applicant Agent

ACKNOWLEDGEMENT (Continued)

DECLARATION OF CONSENT:

By signing below, the applicant consents to entry upon the subject property by public officers, employees, and agents of the City of Chesapeake wishing to view the site for purposes of processing, evaluating or deciding this application.

Applicant Name: (signature) _____

Name: (printed or typed) _____

Address: _____

Phone: _____

Date: _____

PROPERTY DESCRIPTION

1. 13-digit tax map number(s): _____, _____,
 _____, _____, _____,
 _____, _____, _____.

2. Street address (or common description if no street address is available):

3. Brief legal description, including Deed Book and Map Book references:

4. Planning Area: _____

5. Zoning classification(s) and acreage of each zoning classification:

6. Zoning classification(s) and existing use of adjacent properties:

DIRECTION	<u>ADJACENT ZONING DESIGNATIONS/USES</u>
North	
South	
East	
West	

7. Overlay District, where applicable: _____

8. Is the property subject to proffers approved with a conditional rezoning application?
 No. Yes: Application # _____

ADJACENT PROPERTY OWNERS LIST OF ADDRESSES

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

Tax Map #: _____	Tax Map #: _____
Name: _____	Name: _____
Street: _____	Street: _____
City: _____	City: _____
State/Zip: _____	State/Zip: _____

SPECIAL EXCEPTION APPLICATION CHECKLIST

The following items are required as part of the Special Exception application:

- The original application, with original signatures, including all required information. three (3) copies of the complete application. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please include this checklist with the original application.*
- Filing fee of \$100.00.** Make check payable to: City of Chesapeake
- Thirty (30) preliminary site plans or plat of the property, drawn to scale, showing all existing buildings, including porches, stoops, steps, bay windows, roof overhangs and the proposed structure or alteration, parking, landscape areas, sign locations, and other structures and features located on the site. **All site plans shall be folded to a size not larger than 9" x 14"**. *Please fold with the site plan facing out.*
- Two (2) copies of the site plan reduced to 11" x 17" paper.
- Two (2) copies of the site plan reduced to 8½" x 11" paper.
- The original plus one (1) copy of a zoning map reduced to 8½" x 11" paper with the parcel highlighted.
- The original plus one (1) copy of the tax map parcel on 8½" x 11" paper with the parcel highlighted.
- Any additional drawings, pictures, or information, which will assist the Planning Commission in making their decision.
- SIGN FEE.** The applicant is responsible for proper posting of sign(s) on the property. The sign fee is \$25.00 for the first sign, \$20.00 for each additional sign, as required. You will be phoned and advised of when the sign(s) must be posted. Applicants are encouraged to take pictures of the signs after posting and provide them to the Planning Department as proof that the signs were properly posted.
- ADVERTISING COST.** In addition to the filing fee, the applicant is responsible for all newspaper advertising costs for public hearing notifications. **The applicant or agent will be billed separately for these costs.** The average advertising cost is \$200 for the Planning Commission Public Hearing. The project will require a minimum of two (2) advertisements. Any additional advertising costs incurred due to continuances will also be the responsibility of the applicant. Planning Commission advertisement fees will be billed by the City of Chesapeake.

The following additional items are required as part of a Special Exception application regarding signs only:

- Thirty (30) copies of a sign plan, including design, elevations, and dimensions on 8½" x 11" paper.