



# CITY OF DANVILLE

## Community Development Division of Planning and Zoning

### SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

- 1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator and shall be accompanied by the filing fee of \$400.00.*
- 2. If the request for a special use permit has been denied by the City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.*

### PLANNING DIVISION PROVIDED INFORMATION

Application #:	_____	PC Meeting Date:	_____
Date Received:	_____	Received By:	_____
Parcel ID:	_____	Address:	_____
Existing Zoning:	_____	Future Land Use:	_____

### APPLICANT PROVIDED INFORMATION

Property Location: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Describe Proposed Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature

Date

Property Owner's Signature  
(if not applicant)

Date

**PLEASE ATTACH THE FOLLOWING**

1. A preliminary site plan in accordance with the Site Plan Regulations.
2. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
3. A written statement of proposed project compatibility with the following:
  - a. The Comprehensive Plan.
  - b. The applicable zoning district.
  - c. The surrounding properties.
  - d. Current and future neighborhood conditions.
  - e. Pedestrian and vehicular traffic patterns, on-site and off-site.
  - f. Adequate public facilities.
4. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
  - a. The architectural elevations and floor plans of proposed building(s).
  - b. Traffic impact analysis.
  - c. Fiscal impact analysis.
  - d. Parking and site circulation analysis.
  - e. Photographs of property and surrounding area.
  - f. Environmental impact statement.