



# CITY OF DANVILLE

## Community Development Board of Zoning Appeals

### SPECIAL EXCEPTION PERMIT APPLICATION (STR ONLY)

In considering an application for a special exception, the Board shall give due regard to the specific guidelines and standards of this ordinance, and to the nature and conditions of adjacent uses and structures as well as the probable effect upon them of the proposed special exception. The application shall be submitted to the Director of Planning/Zoning and shall be accompanied by the filing fee of \$250.00.

The Board shall take into account the special and unique characteristics, design, location, construction, method of operations, effect on traffic conditions or any other aspects of the particular use or structure, that may be proposed by the applicant.

After the Board has approved a special exception, the special exception so approved or granted shall lapse after a one year period or such longer period of time as may be approved for "good cause" by the Board, provided that no site plan or subdivision plat has been approved by the City and that no substantial construction or change of use has taken place in accordance with the plans for which such variance was granted.

### 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 (Address/ID#):

Property Owner:

Owner’s Address:

Owner’s Phone Number:

Owner’s E-mail:

Property Manager:

Property Manager Address:

Property Manager Phone #:

Property Manager E-mail:

Is there off-street parking available?

Describe Proposed Request:

Owner Name (Print) Date Owner Signature Date

Applicant Name (Print) Date Applicant Signature Date

## ***Reference Checklist***

- I have closed out if any, all building, mechanical, electrical, and plumbing permits.
- I have completed **ALL** renovations, meaning I am **NOT** undergoing any renovations and will not be undergoing any renovations prior to my BZA meeting date.
- I do not have any Property Maintenance Cases open on the proposed property. (has the city sent you or the previous owner any violation letters?)
- I have posted emergency exit plans in each bedroom.
- I have an unused ABC type fire extinguisher in the kitchen.
- I have interconnected smoke alarms installed in every bedroom and common space.
- I have posted emergency contact info for both the local police and the property manager.
- I am ready for a Certificate of Occupancy inspection on the date of this application.

While not required, having these items completed before attending your meeting with BZA can greatly increase your odds for approval.

**DANVILLE, VA**

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