



COUNTY OF YORK, VIRGINIA

Application for Special Use Permit, Yorktown Village Activity, Zoning Map Amendment, Planned Development, Special Exception

1. APPLICATION FOR (check the appropriate box below):

- Special Use Permit
- Yorktown Village Activity – YVA
- Zoning Map Amendment (Rezoning) from _____ to _____
- Planned Development
- Special Exception – SE (check the appropriate box below)
 - Height Limitation (§ 24.1-231)
 - Expansion of a Nonconforming Use (§ 24.1-801)
 - Access (§ 24.1-252)
 - Other _____ (§ _____)

**DO NOT WRITE IN THIS BOX
OFFICE USE ONLY**

Application Number: _____

Submission Date: _____

Planning Commission Mtg: _____

PROPOSED USE OR ACTIVITY: _____

2. APPLICANT INFORMATION

Name – Individual(s), business, or organization _____

c/o (If business or organization) _____

Street Address or P.O. Box _____

City/State/Zip _____

Phone Number _____

Email address _____

Applicant's Status (check the appropriate box below):

- Property Owner
- Property Owner's Agent
- Contract Purchaser

Note: Business entity applicants are required to demonstrate signatory authority to the satisfaction of the County.

3. PROPERTY DESCRIPTION

Address (if any): _____

GPIN(s) as listed on the York County Property Information (maps.yorkcounty.gov): _____

Name of Subdivision (if applicable): _____

Section: _____ Block: _____ Lot: _____

Zoning District: _____

Total Area (in acres or square feet): _____

Location/Property Description: _____

*Note: If an application to rezone only a portion (or portions) of a parcel (or parcels) is proposed, a metes and bounds description **must** be attached.*

4. PREVIOUS PERMITS

List below any Special Use Permits, conditional rezonings, special exceptions, or Yorktown Village Activity development proposals that have previously been approved for the property that is the subject of this application:

Application Number	Applicant's Name	Date of Issuance	Status (active, expired)
_____	_____	_____	_____
_____	_____	_____	_____

ATTACHMENTS AND FEES – Please read carefully

- **SKETCH PLAN** – Required for SUP, YVA, PD, and SE applications
 - Scale should be appropriate to the project (generally between 1” = 20’ and 1” = 100’)
 - The sketch plan must show how the proposed use will be developed on the property, including existing and proposed physical improvements.
 - Plans must be 8” x 11” or 11” x 17”
- **SURVEY PLAT OF PROPERTY** – Required for Rezoning Applications
- **TRAFFIC IMPACT ANALYSIS** (See Section 24.1-251 of the Zoning Ordinance)
 - A traffic impact analysis is required for any proposed development that will generate either 100 trip ends during a peak hour or 1,000 trip ends during a 24-hour period.
- **NARRATIVE DESCRIPTION/ADDITIONAL INFORMATION**
 - Please provide a description of the proposed land use, and how it would operate. Discuss how the proposed use would conform to the relevant performance standards of the York County Code. Include any additional information, drawings, building renderings, and other descriptions that will help the staff, Planning Commission, and Board of Supervisors more fully understand the proposed use.
- **CONDITIONAL ZONING PROFFER STATEMENT** (See Section 24.1-114 of the Zoning Ordinance)
 - In order to build a stronger case for favorable consideration of a rezoning application, the property owner(s) may voluntarily proffer, in writing, reasonable conditions that are in addition to the regulations set forth in the Zoning Ordinance. **Proffer statements must be signed by the property owner(s).**
- **SPECIAL REQUIREMENTS FOR YORKTOWN VILLAGE ACTIVITY APPLICATION**
 - Overall Signage Plan
 - Plan for accommodating pedestrian, bicycle, automobile, and trolley traffic, parking, and loading demands
- **FILING FEE** (check made payable to *Treasurer, County of York*)
 - Special Use Permit for Home Occupations and Accessory Apartments - \$500
 - All other Special Use Permits or a Major Amendment thereto – \$560 plus \$10 per acre for every acre over 5, but not to exceed a maximum fee of \$1,250
 - Minor Enlargement or Expansion of a Conforming Special Use - \$130
 - Yorktown Village Activity - \$560 plus \$10 per acre for every acre over 5, but not to exceed a maximum fee of \$1,250
 - Rezoning or Planned Development - \$750 plus \$10 per acre for every acre over 5, but not to exceed a maximum fee of \$2,500
 - Special Exception - \$250

5. AUTHORITY FOR APPLICATION

This application must be signed by the owner(s) of the subject property or must have attached to it written evidence of the owner’s consent, which may be in the form of a binding contract of sale with the owner’s signature or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority to the County to enter onto the property for the purpose of conducting site analyses and posting of signs notifying the public of this application.

PROPERTY OWNER(S):

Name

Name

Street Address or P.O. Box

City/State/Zip

Phone Number

Email address

Signature

Signature

AGENT REPRESENTING THE APPLICANT:

(if other than the owner)

Name

Firm (if applicable)

Street Address or P.O. Box

City/State/Zip

Phone Number

Email address

Signature

ALL APPLICATIONS ARE ACCEPTED ON A CONDITIONAL BASIS. IF, UPON REVIEW, THE APPLICATION IS DEEMED INCOMPLETE, IT WILL BE RETURNED TO THE APPLICANT AND WILL NOT BE PLACED ON THE PLANNING COMMISSION’S MEETING AGENDA.