



County of Gloucester  
Department of Planning and Zoning  
P. O. Box 329  
Gloucester, Virginia 23061  
804-693-1224 FAX 804-693-7037

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_  
Date Complete \_\_\_\_\_  
Tax Map/Parcel No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Received by \_\_\_\_\_

**APPLICATION FOR A CONDITIONAL USE PERMIT**

**A. PROPERTY INFORMATION:**

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-911 Address: \_\_\_\_\_

Magisterial District: \_\_\_\_\_ Tax Map: \_\_\_\_\_

**B. SUPPORTING DOCUMENTATION**

At a *minimum* the following documentation is required for this application to be deemed complete:

- Pre-application meeting held on \_\_\_\_\_ (application will be accepted only after meeting)
- Site Plan meeting the requirements of Section 14-23b(1)
- Front, side and rear elevations and floor plans of the buildings proposed for this use

**C. CRITERIA**

The following code sections apply to this request:

See Appendix B: Zoning Ordinance for the Criteria Mentioned Below

- Section 2-2 - Definitions
- Section 5-2 - Official Schedule of District Regulations – zoning of property: \_\_\_\_\_
- Article 14 - Administrative Procedures, Conditional Use Permits

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**D. LIST THE NAMES AND ADDRESSES OF OWNERS OR OCCUPANTS OF ALL ADJACENT PROPERTY OR PROPERTY ACROSS A ROAD, HIGHWAY OR RAILROAD RIGHT-OF-WAY. ADDRESSES SHOULD COINCIDE WITH THOSE IN THE COMMISSIONER OF THE REVENUE OFFICE. (Please Print)**

NAME	ADDRESS	TAX MAP/PARCEL#
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

*The undersigned declare(s) that the above statements and those contained in any exhibits transmitted to the Gloucester County Board of Supervisors are true.*

**PERSON(S) REPRESENTING THE APPLICATION:**

Name: \_\_\_\_\_ (Signature)  
 Address: \_\_\_\_\_ (Date)  
 \_\_\_\_\_ Phone: \_\_\_\_\_

**OWNER(S) OF THE PROPERTY:**

Name: \_\_\_\_\_ (Signature)  
 Address: \_\_\_\_\_ (Date)  
 \_\_\_\_\_ Phone: \_\_\_\_\_

*By signing the above I hereby grant permission to the designated personnel of Gloucester County, and any other agency deemed appropriate by Gloucester County, to enter the subject property for purpose of review of the proposed application, to post signs prior to the public hearing by the Planning Commission, and to remove said signs after the public hearing by the Board of Supervisors.*

**IMPORTANT:** The conditional use permit application must be deemed complete before it can be transmitted to the Planning Commission to request a public hearing be scheduled.

**Submit completed application and supporting documents to the Department of Planning & Zoning**

