

## **SPECIAL EXCEPTION APPLICATION**

An application for a special exception may be made by returning the application form and required application submission information to the City of Newport News, Department of Planning, 2nd Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607 (Telephone: 757-926-8761).

Prior to filing an application, the applicant is required to contact the Department of Planning to arrange for a preliminary review of his or her proposal. The purpose of the preliminary review is to establish what supporting information may be required with the application.

[NOTE: APPLICATIONS WILL NOT BE PROCESSED IF THERE ARE DELINQUENT REAL ESTATE TAXES OWED TO THE CITY AGAINST THE SUBJECT PROPERTY AND UNTIL ALL REQUIRED SUBMISSIONS ARE RECEIVED.]

### **APPLICATION DEADLINE**

Completed application forms (TOGETHER WITH ALL REQUIRED SUBMISSIONS) must be returned to the Department of Planning by the submission deadline indicated in the City Planning Commission Meeting/Deadline Schedule for the current calendar year.

### **REVIEW PROCEDURES**

The Newport News City Planning Commission will conduct a public hearing on your application. The City Planning Commission will make a recommendation on your application to the Board of Zoning Appeals. A staff report on the application will be sent to Commission members one week before the City Planning Commission public hearing. A copy of the staff report on your application will be available to you one week before the City Planning Commission public hearing.

The Board of Zoning Appeals will conduct its own public hearing and make a final determination on your application.

### **DEFERRALS, WITHDRAWAL AND DENIALS**

You may request a deferral of an application in writing prior to the City Planning Commission's public hearing. When such request is granted, the applicant shall pay a reprocessing fee of one hundred dollars (\$100.00) before the application is considered by the City Planning Commission. The fee shall not be required for an administrative deferral.

An application for Special Exception may be withdrawn by the applicant prior to the public hearing; provided such request is filed by 5:00 P.M. on the Thursday prior to the public hearing. Any resubmission shall be deemed a new application.

**In the case an application is denied by the Board of Zoning Appeals, substantially the same application shall not be reconsidered within one (1) year of the denial.**

**[NOTE: ALL FILING FEES ARE NONREFUNDABLE (See Sec. 45-2704 and 45-3404. City Zoning Ordinance.)**



**PETITION FOR A SPECIAL EXCEPTION TO  
THE ZONING ORDINANCE  
APPLICATION**

Tax verification:  
Date Filed:  
Application #  
Fee:

I \_\_\_\_\_ The undersigned owner of the property indicated below, do hereby petition the City of Newport News, Virginia for an exception to SECTION \_\_\_\_\_ SUBSECTION \_\_\_\_\_ of the Zoning Ordinance of the City of Newport News to permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
Acreage \_\_\_\_\_  
Tax ID Account No. \_\_\_\_\_  
Present Use of the Property \_\_\_\_\_  
\_\_\_\_\_

<b>Contact/ Person Presenting Application:</b> Name: _____ Street: _____ City/State/Zip: _____ EMAIL: _____ Telephone: _____	<b>Signature Property Owner(s):</b> _____ Print Name: _____ Street: _____ City/State/Zip _____ EMAIL: _____ Telephone: _____
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**THIS APPLICATION MUST BE ACCOMPANIED BY A \$250.00 FEE**

**SUBMISSION REQUIREMENTS CHECKLIST:**

Signed Application by property owner (or person having power of attorney with proper documentation). Provide Signature Certification stating authorization of signatory.

Ownership Disclosure. If property owner (and if applicant is different from owner) is an LLC or other type of corporate owner the following must be provided:

a. List of all stock holders, officers and directors and in any case the names and addresses of all real parties of interest.

b. In the case of a condominium provide the name and address of the title owner, contract purchaser, or lessee if they own 10% or more of the units in the condominium.

(Does not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders)

Appropriate fee (check payable to the City of Newport News)

Written, legal, metes and bounds description of the property for which application is being made.

Ten (10) copies of a plan drawn to scale (and one 8 1/2" x 11" or 11" x 17" reduction including drawings of the proposed special exception that is readable and suitable for reproduction) to show clearly the following information:

(a) The actual dimensions and shape of the property;

(b) The size and location on the property of existing and proposed structures;

(c) The existing and proposed uses of all structures and open areas;

(d) The name of the owner, as well as the name of any other person preparing the plan, together with the north arrow, scale and number of sheets of the plan; and

(e) Such additional supporting information as may be deemed necessary, including but not limited to: topography, ingress and egress, vegetation, surrounding land use, proposed connections to existing or proposed water, sewer and drainage facilities.

Conceptual landscape plan.

Conceptual elevation drawings of new structures proposed for development on the property.

Conceptual freestanding sign rendering, if a freestanding sign is proposed.

Traffic impact study/analysis or assessment if required (Consult with Department of Engineering).

An ALTA survey of the property will be required.

A business plan stating proposed hours of operation and estimated employees.

Other documentation as required for specific site characteristics, such as wetlands delineation and environmental site assessment.