



## 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, 2<sup>nd</sup> 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 their 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, NUISANCE CHARGES, STORMWATER MANAGEMENT UTILITY FEES OR ANY OTHER CHARGES 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 the application. The City Planning Commission will make a recommendation on the 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 the application will be available 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 the application.

### DEFERRALS, WITHDRAWAL AND DENIALS

An applicant may request a deferral of an application in writing prior to the City Planning Commission's public hearing. When requesting a deferral, the applicant shall pay a non-refundable reprocessing fee of one hundred dollars (\$100.00) before the request for deferral is considered by the City Planning Commission or Board of Zoning Appeals.

An application for Special Exception may be withdrawn by the applicant prior to the public hearing; provided such request is filed by 5:00 P.M. on the Thursday prior to the public hearing.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 – SEC. 45-3208 AND 45-3209. CITY ZONING ORDINANCE. FOR FURTHER DETAILS, SEE CITY CODE CHAPTER 45, ZONING ORDINANCE**

## Submission Requirement 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 (Does not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders)
  - (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
- Appropriate fee for advertising and processing the application (check payable to the City of Newport News)
- Written, legal, metes and bounds description of the property for which application is being made
- One (1) full size (24" x 36") scalable paper copy of the conceptual site plan of the proposed development to scale and one (1) 11" x 17" reduction of the site plan that is readable and suitable for reproduction to clearly show 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, and existing or proposed easements on the property.
- One (1) full size (24" x 36") scalable paper copy of the conceptual landscape plan and one (1) 11" x 17" reduction of the landscape plan that is readable and suitable for reproduction
- 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 (TIA) or assessment if required (Note: if a TIA is required, acceptance of the TIA by the Department of Engineering is needed prior to application submittal.)
- A survey of existing conditions of the property is required
- A business plan stating proposed hours of operation, estimated employees, and general information of the business proposal
- One (1) electronic copy of all submitted documents in PDF file format
- Other documentation as required for specific site characteristics, such as wetlands delineation and environmental site assessment



*Office Use Only:*  
 Tax Verification: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Application #: \_\_\_\_\_  
 Fee: \_\_\_\_\_

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

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:

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

**THIS APPLICATION MUST BE ACCOMPANIED BY A \$250.00 FEE.**

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

<p><b>Contact/ Person Presenting Application:</b>          Name: _____          Street: _____          City/State/Zip: _____          Email: _____          Telephone: _____</p>	<p><b>Signature Property Owner(s):</b>          Name: _____          Street: _____          City/State/Zip: _____          Email: _____          Telephone: _____</p>
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