



CITY OF BUENA VISTA

CONDITIONAL USE PERMIT

Group Homes

Pursuant to §711

CITY OF BUENA VISTA

2039 Sycamore Avenue

Buena Vista VA 24416

(540) 261-8607

Submission Date: _____

PACKET CHECKLIST

- Permit Form
- Site Plan
- Erosion & Sediment Control Plan, if required
- Power of Attorney Affidavit, if applicant is not property owner (Notarized)
- Interest Disclosure Affidavit, if applicable (Notarized)
- Permit Fee (Note: fee is non-refundable once public meeting has been advertised)

APPLICANT INFORMATION

Name:					
Address:					
City:		State:		Zip:	
Email:		Phone:			

PROPERTY OWNER INFORMATION

Name:					
Address:					
City:		State:		Zip:	
Phone:					

PHYSICAL LOCATION OF PROPERTY			
Address:			
If none, describe location:			
Tax Map Number:		Zoning:	

PROPOSED USE
<i>Describe proposed use of property, and any construction, if applicable</i>

APPLICANT SIGNATURE			
Printed Name:		Title:	
Signature:		Date:	
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Zoning Administrator:		Date:	
Building Inspector:		Date:	
Staff Comments: 			

Site/Building Plan Checklist:

- Vicinity map of site
- Scale of 1" = 50' or less
- North arrow
- Owner, Project Name, and Date of drawing on each sheet
- Property boundaries, or a separate plat document
- Location and names of all adjacent streets, roads, and alleyways
- Location and description of all existing and proposed easements, encumbrances, and rights-of-way
- Location of existing utilities, above and underground
- Existing and proposed parking, both off-street and on-street, conforming to §703
- Existing and proposed exterior lighting
- Location and design of existing and proposed landscaping, fencing, and screening

Dwelling Unit Information:

- Total square footage of development and square footage of each dwelling unit
- Number and type of each dwelling unit (e.g. 1-br efficiency, 3-br detached single family)
- Floorplans of all building, showing use of each room and occupancy of all sleeping areas
- Location and dimensions of all interior and exterior doors and windows

Additional Items if Construction is Proposed:

- Area of total land disturbance, in square feet or acres
- Elevation and topography as depicted by contour lines
- Location of floodplain, if applicable, and FEMA classification
- Location and name of any watercourses
- Proposed open space, buffer areas, conservation areas, storm water retention facilities, or other community facilities

Erosion & Sediment Control Plan, if land disturbance of 10,000 sq ft or more