



COUNTY OF ACCOMACK

BUILDING, PLANNING & ECONOMIC DEVELOPMENT

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Building & Code Enforcement
Planning & Zoning
Geographic Information & Mapping

Floodplain Management
Economic Development
Wallops Research Park

CONDITIONAL USE PERMIT APPLICATION

The applicant's attention should be directed to [Sections 106-234](#) and [106-226](#) of the Accomack County Code, which sets forth Conditional Use Permit regulations. Staff may request printed copies of the application and supporting materials. Please include a digital file of the site plan if available.

Please note that in accordance with the Chesapeake Bay Preservation Act, certain additional conditions must be met prior to the issuance of a building permit, particularly for parcels containing a Resource Protection Area (RPA). See [Section 106-379](#) to assist in determining if the parcel lies within the RPA.

A fee of \$780 is due at the time of application. Application must be submitted 30 days prior to the Planning Commission meeting to allow for adequate review time.

PROJECT DESCRIPTION:

Project Name: _____ Date of Submission _____

Property Address (if any): _____

City, State, Zip Code: _____

Property Owner Name and Information (if different from Applicant): _____

Location, shape and size (in acreage) of the parcel(s): _____

Description of the Existing Land Use: _____

Description of the Proposed Land Use (attach additional sheets as needed): _____

Number of Acres to be affected: _____ Proposed Conditions Attached: Yes ___ No ___

Zoning Classification: _____

Accomack County Code Conditional Use Permit Section Reference: _____

Election District: _____ Tax Map Number(s): _____

Comprehensive Plan Designation: _____

Agricultural and Forestal District Designation: Yes ___ No ___

APPLICANT INFORMATION:

Applicant(s) Name(s): _____

Address: _____

City, State, Zip Code: _____

Phone(s): _____

Email Address(s): _____

Applicant(s) Signature(s): _____ Date: _____

This application must be signed by the owner(s) of the subject parcel(s) or must have written evidence of the owners' consent attached, which may be in the form of a binding contract of sale with the owners' signature or a letter signed by the owner(s), containing written authorization to act, with full authority, on the owner(s) behalf in filing this Conditional Use Permit application. Signing this application shall certify the owner(s) is/are granting authority to Accomack County staff to enter onto the property for the purpose of conducting site analyses and confirming compliance with Federal, State and County regulations.

Owner Signature (if applicable): _____

SITE PLAN REQUIREMENTS:

The Accomack County Zoning Ordinance (Section 106-234) requires that a site development plan accompany all Conditional Use Permit applications. The Ordinance (Section 106-226) further requires that the following information be included on all site development plans submitted to Accomack County. Site plans shall be *no less* than one inch equals 50 ft. unless otherwise approved by the Zoning Administrator.

- Name and Address of Property Owner.
- Tax Parcel Identification Number.
- Name and Address of Developer, if different from owner.
- Name and Address of the Firm or Engineer preparing the site plan.
- Location of parcel by Vicinity Map including north directional arrow facing up on page and graphical scale.
- Original date of application and Revision date(s).
- The zoning classification and current land use of the parcel, and of all adjoining parcels.
- The proposed nature of land use for the parcel.
- Name of adjacent property owners and respective tax parcel numbers
- Name of owners of any property, and corresponding tax parcel numbers on which any utility or drainage easement may be required in conjunction with the development, if applicable.
- The size and shape of the lot or parcel of land with the location of proposed development.
- Property lines of the parcel with limits of development. (If only a portion of a parcel is proposed for development, line shall also be shown).
- The exact location and uses of buildings or structures currently existing or proposed for the site in relation to the property lines of the parcel, including their height, setbacks from property lines, frontage, elevations, building size (in square footage), side and rear yard distances and the distance between buildings or structures.
- The names, route numbers, and locations of existing and proposed public and private streets, entrances and easements on or adjacent to the site. The centerlines or boundary of adjacent rights-of-way shall also be shown.
- The location, type, and size of site access points such as driveways, curb openings, and crossovers. Distances to neighboring access points, median openings, intersections, and traffic signals shall also be provided. If new median cuts are proposed, their location shall also be shown.

- Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating types of surfacing, size, angles of stalls, width of aisles, and a specific schedule showing the number of spaces provided, if applicable.
- The location of existing and proposed wells and septic systems on the site and/or public water systems that will be utilized, if available.
- Conceptual landscaping plan.
- The location of existing and proposed signs on the property, if applicable.
- The location and type of current and proposed exterior lighting including: the height of poles, type and wattage of fixtures, if applicable.

**SITE PLAN REQUIREMENTS-CHESAPEAKE/ATLANTIC PRESERVATION AREA
LAND DISTURBANCES GREATER THAN 2,500 FEET**

- The total square footage of impervious surface resulting from the proposed construction which shall not exceed 60 percent of the total lot area.
- All watercourses, creeks, streams and drainage patterns on or adjoining the property.
- Existing vegetated and wooded areas to be cleared and areas to be preserved.
- The landward boundary of the Resource Protection Area (RPA) if applicable.

**ADDITIONAL CHESAPEAKE/ATLANTIC PRESERVATION AREA REQUIREMENTS (IF
APPLICABLE)**

- A water quality impact assessment, if building in an RPA for land disturbances greater than 2,500 square feet.
- A landscape plan, for land disturbance greater than 10,000 square feet.
- Environmental Site Assessment, for land disturbance greater than 10,000 square feet. This plan shall be submitted in conjunction with preliminary site plan or preliminary subdivision plan approval.
- A soil and water quality conservation assessment, on land in which agricultural activities are being conducted.

ADDITIONAL REQUIREMENTS

- Provide any additional information requested by the zoning administrator.
- Statement signed by the owner or developer stating that the project will be built according to the plan.
- Requirements for U.S. Route 13, if applicable. Refer to Section 106-226(c)(4) of the Accomack County Code.
- Resource Quality Protection Plan, if applicable. Refer to Section 106-235(e) of the Accomack County Code.

See Accomack County Municode: <http://library.municode.com/index.aspx?clientId=13191>

1. Section 106-226
2. Section 106-234
3. Section 106-379