

Special Use Permit

Application Packet



Town of Strasburg
Department of Planning and Zoning
174 East King Street
PO Box 351
Strasburg, VA 22657
540-465-9197

Updated August 25, 2009



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SPECIAL USE PERMIT APPLICATION

Application Instructions

1. **APPLICATION FORM:** Complete the application form on Page 3. Please note that *all* fields **MUST** be completed in order for your application to be processed. Do not fill in the shaded fields – they will be completed by Town staff.

2. **SUPPLEMENTARY INFORMATION:** You **MUST** provide all of the following information:
 - a. Exact legal description (lot, block, and tract) of the property.
 - b. Drawings showing:
 - i. The size and shape of the parcel of land on which the proposed use is to be located,
 - ii. The nature of the proposed building or use of land,
 - iii. The location of all proposed buildings or uses, and the location of all existing buildings;
and,
 - iv. The front, side, and rear elevations and floor plans of the proposed building(s).

3. **APPLICATION FEE:** **\$600** fee payable to the Town of Strasburg.



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Application Num. _____
 (office assigns)

SPECIAL USE PERMIT APPLICATION FORM

APPLICANT	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
PROPERTY INFORMATION	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	COMPREHENSIVE PLAN DES.
PERMIT REQUEST INFORMATION	DESCRIBE THE PROPOSED USE <u>IN DETAIL</u> (use back of sheet if needed)	
STAFF REVIEW	DATE RECEIVED	
	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVAL DATE
	TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPIRATION DATE
	APPROVAL SIGNATURE	
<p>By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized representative. I do also hereby authorize Town of Strasburg staff on official business to enter onto the subject property as necessary to process the application.</p>		
<hr style="width: 80%; margin: 0 auto;"/> Print Name of Applicant/Owner		<hr style="width: 80%; margin: 0 auto;"/> Signature of Owner/Agent