



**Town of Bedford, Virginia**  
**Department of Planning & Community Development**  
 215 E. Main Street  
 Bedford, VA 24523  
 (540) 587-6021 • cjohnson@bedfordva.gov

*For staff use*

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_  
 \$150 Fee: \_\_\_\_\_ 2 Site plan copies: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_  
 Owner's Authority Letter if applicable: \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION**

Please print or type. If not applicable, write N/A.

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**APPLICANT INFORMATION**

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**Property Owner Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**PROPERTY INFORMATION**

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**Location address:** \_\_\_\_\_

**Business Name (current or future):** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_ **RPC Number:** \_\_\_\_\_

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**APPLICATION INFORMATION**

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What specific land use are you requesting from the Land Development Regulations / Zoning Ordinance?

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Please summarize the grounds upon which this request is based (attach additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To evaluate the proposed conditional use, please address the following concerns:

1. List the effect of the proposed use on existing and projected traffic volumes and the increase of noise in the neighborhood.

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2. Will the conditional use affect the current and future need for the proposed use in the town and in the area?

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3. How will this conditional use affect the character of the existing neighborhood and existing property values?

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### CERTIFICATION

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I hereby certify that this application is complete and accurate to the best of my knowledge. I authorize staff for the Town of Bedford to enter the property for purposes of reviewing this request and for placing a sign as notice of public hearings. I have provided a site plan and the required application fee. I understand that I am responsible for all advertising fees associated with placing required legal notices in newspapers or other media.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### Staff Use Only:

Planning Commission meeting date(s) \_\_\_\_\_

Recommendation from Planning Commission \_\_\_\_\_

Town Council public hearing date(s) \_\_\_\_\_

Action taken by Town Council (Approval/ Denial) \_\_\_\_\_

Were conditions placed on the Conditional Use? \_\_\_\_\_

Zoning permit issuance date \_\_\_\_\_

Building permit issuance date \_\_\_\_\_

Business license issuance date if commercial \_\_\_\_\_

**1002.03. *Application procedure for a conditional use.* Applications for a zoning permit for a conditional use shall be submitted to the zoning administrator, who shall refer the application to the council for a public hearing. Applications for zoning permits for conditional uses must be submitted in accordance with the following procedures:**

- a. **An application shall be accompanied with two copies of an acceptable site plan as specified in section 1002.02.**
- b. Each application for a zoning permit for conditional use shall be accompanied by payment of a fee to be determined by the council to help defray the cost publicizing and conducting the public hearing. Such fee will be over and above any fees required by the council for application for a zoning permit for a permitted use.
- c. For applications concerning five parcels or less, the applicant shall post a sign, at least three square feet in area, and approved by the zoning administrator, notifying the public of the requested zoning change on the property for which zoning request has been received. A sign shall be placed within ten feet of the property line at each street on which the property abuts. The sign shall be posted for at least ten days prior to the required public hearing. The applicant must in all cases notify the adjoining and adjacent property owners according to procedures outlined in the Code of Virginia, as may be amended.
- d. The application shall be sent to the commission for review and recommendation, and said commission shall have 60 days within which to submit a report. If the commission fails to submit a report within a 60 day period, it shall be deemed to have approved the proposed conditional use.
- e. The council shall consider the proposed conditional use after notice and public hearing in accordance with Code of Virginia, § 15.2-2204, and shall take action on the proposed conditional use within 60 days from the date of the public hearing.
- f. In evaluating the proposed conditional use, the council shall address the following concerns:
  1. The effect of the proposed use on existing and projected traffic volumes and noise in the neighborhood;
  2. The current and future need for the proposed use in the town and in the area; and
  3. The character of the existing neighborhood and the effect of the proposed use on existing property values.
- g. Conditions set forth in article VI for the various conditional uses are minimum. In approving a proposed conditional use the council may stipulate such additional requirements as are necessary to the public interest. The council may require the applicant to furnish to the governing body a performance bond in an amount sufficient for and conditional upon the fulfilling of any and all conditions and requirements stipulated by the council.
- h. If the council approves the application for a zoning permit for a proposed conditional use, the zoning administrator shall issue a zoning permit, indicating the conditional nature of the use, in accordance with section 1002.028 of this ordinance.
- i. If the council disapproves the application for a zoning permit for a proposed conditional use, the council shall inform the applicant of the decision in writing within 60 days from the date of the public hearing, stating the reasons for disapproval. The zoning administrator shall retain one copy of the site plan, and two copies of the refusal, and shall keep them as a public record.
- j. A property owner, or his appointed agent, shall not initiate action for a zoning permit relating to the same conditional use affecting the same parcel of land more often than once every 12 months.

Such site plan shall include but not be limited to the following information:

1. The name of the owner, the name of the surveyor or engineer who prepared the plan; tax map and parcel number; zoning, together with description of any variances; owner, zoning, tax map and parcel number and present use of adjacent parcels; departing lot lines, minimum setback lines, yard and building separation requirements; north point; scale; one datum reference for elevation; the source of the topography; the source of the survey; sheet number and total number of sheets; date of drawing; date and description of latest revision; vicinity map at a scale of one inch equals 2,000 feet, and boundary dimensions.
  2. Existing topography for the entire site and a minimum of 200 feet outside of the site unless otherwise approved by the agent. Areas with up to 20 percent slope shall be shown with no larger than five foot contours; areas with slopes over 20 percent slope shall be shown with no larger than ten foot contours. Proposed grading (shown with no larger than five foot contours) supplemented where necessary by spot elevations and indicating areas of the site where existing slopes are 25 percent or greater.
  3. Location and dimensions of all existing and proposed improvements including buildings (maximum footprint and height) and other structures; walkways; fences; walls; trash containers; outdoor lighting; parking lots and other paved areas, loading and service areas, and signs.
  4. One hundred year floodplain limits as shown on the official Flood Insurance Maps for the Town of Bedford.
  5. Location of existing and proposed streets and street right-of-ways; provision and schedule for noise abatement in accordance with the standard of VDOT; ingress to and egress from the site; utilities and utility easements; water, sewer and drainage facilities, and other facilities and utilities on and adjacent to the site.
  6. Provision and schedule for the adequate control of natural and stormwater, indicating the location, size, type and grade of ditches, catchbasins, and pipes and connection to existing drainage systems; provisions and schedule for the adequate control of erosion and sedimentation.
  7. Any other information regarding abutting property as directly affects this application.
- b. Each application for a zoning permit shall be accompanied by payment of a fee, as established by the council, to help defray expenses of administration.
  - c. If the proposed excavation, filling, construction, or movement set forth in said sketch or plan are in conformity with the provisions set forth herein, and other appropriate codes and regulations of the town then in effect, the zoning administrator shall sign and return one copy of the site plan to the applicant and shall issue a zoning permit. The zoning administrator shall retain the application and one copy of the site plan for his records.
  - d. If the application and site plan submitted described work which does not conform to the requirements set forth herein, the zoning administrator shall not issue a zoning permit, but shall return one copy of the site plan to the applicant along with a signed refusal in writing. Such refusal shall state the reasons for refusal and shall cite the portions of this ordinance with which the submitted site plan does not comply. The zoning administrator shall retain one copy of the site plan and one copy of the refusal.