



CITY OF MANASSAS, VIRGINIA

Community Development • 9027 Center Street, Manassas, VA 20110 • 703-257-8223

SPECIAL USE PERMIT REVIEW PROCESS

This document describes the process for requesting a Special Use Permit (SUP) or SUP amendment. These requests may be approved at the discretion of City Council following careful review for compliance with the Comprehensive Plan, conformance with City policies, and incorporation of site-specific design measures and conditions to mitigate negative impacts associated with the use. The process is further detailed in the flow chart provided below.

The City Zoning Ordinance, forms, and additional information are available in the Department of Community Development office or online: www.manassascity.org/planningzoning. The City Design and Construction Standards Manual is available at: www.manassascity.org/dcsdm.

Pre-Application Meeting

Before applying, a formal pre-application meeting is required to review the proposed SUP and identify issues to address in the application. A description of the proposal and the address of the property being discussed are required to schedule the meeting. At the meeting, information and preliminary plans must be provided to enable staff to provide feedback and minimum submission requirements for the proposal.

Application Package Submission/Acceptance

Completed application packages may be submitted to the Department of Community Development. Applications will not be accepted for review without all mandatory items identified on the application checklist, included in Attachment 1, and any additional items identified during the pre-application meeting. Staff will review the application for completeness and send a formal letter of acceptance to the applicant identified on the application form.

Application Review

Following acceptance, the application will be forwarded for review by all impacted City agencies. Comments are compiled by the project's case manager and forwarded to the applicant approximately four weeks after acceptance.

Post-Submission Meeting

Post-submission meetings are typically required to review comments and outstanding issues and are scheduled approximately five to seven weeks after acceptance of the application. Depending upon the extent of the issues, a revised plan to address agency comments may be requested and/or the Planning Commission hearing date may be scheduled. Staff will also prepare draft SUP conditions that may be reviewed at the post-submission meeting or prior to the Planning Commission public meeting.

Public Hearings

After staff and agency comments have been satisfied, SUP proposals are reviewed at public hearings before the Planning Commission and City Council. During each public hearing, staff

SPECIAL USE PERMIT REVIEW PROCESS

reviews the project and provides recommendations to the Planning Commission and City Council. The applicant also typically makes a separate presentation.

Prior to each hearing, the applicant will be notified in writing to obtain signs from the Department of Community Development to post on the property. The property must be posted for a 15-day period prior to the public hearing and a notarized affidavit of sign posting must be returned to the Department of Community Development within three days of the posting. Staff will mail the notices of public hearing to surrounding property owners and will advertise the hearing in the newspaper. Please note that the applicant will be separately billed for the cost of Planning Commission and City Council advertising requirements.

The Planning Commission's recommendation to the City Council generally occurs at the same meeting, after the public hearing; however, the Commission may defer their recommendation if there are questions to resolve. Code allows the Planning Commission a 100-day review period following its first meeting to make a recommendation.

Approximately one month after Planning Commission action, the City Council will hold a separate public hearing. City Council will not take action at the public hearing, but may request additional information based on comments received at the hearing. At the next regular City Council meeting following the public hearing, City Council will consider the issues raised during the public hearing and will either approve or deny the request as proposed or modified. An approval resolution will stipulate the SUP conditions of approval.

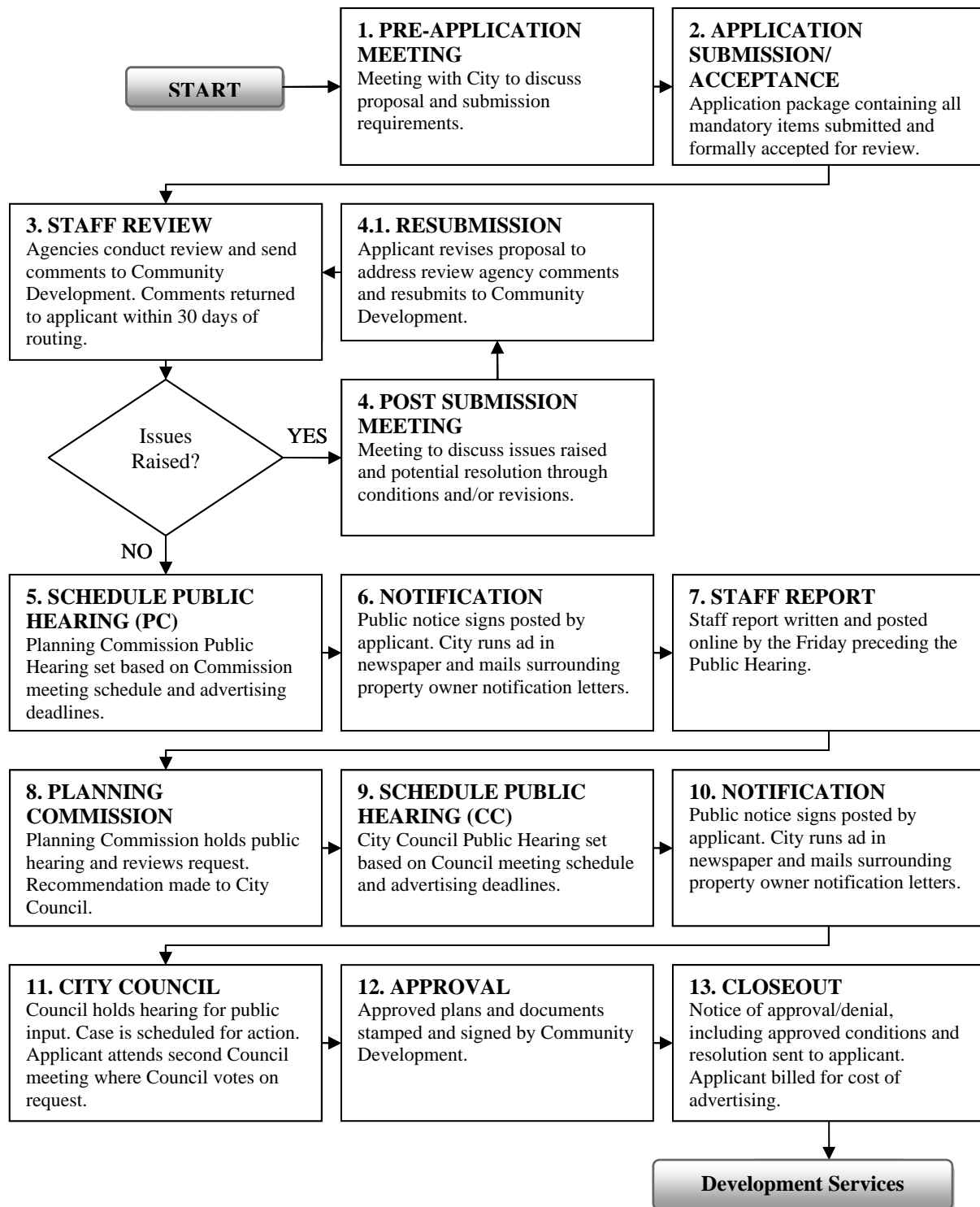
Notification of City Council Action and SUP Closeout

Staff will notify the applicant of City Council's action and provide a copy of the approved resolution and conditions. Upon completion of the SUP process, the applicant must take additional steps to implement the approved SUP, including application for site plan approval, building permits and inspections, and/or a Certificate of Use or Occupancy. The Development Services Division (703) 257-8278 is the City's one-stop shop to help complete the SUP process.

Attachments:

1. Application and Checklist
2. Conflict of Interest Affidavit
3. Special/Limited Power of Attorney Form
4. Fee Schedule

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Disclaimer: Process may vary based on the nature of the request or action taken by the Planning Commission or City Council.



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SUP #: _____

DATE: _____
(Completed by City Staff)

SPECIAL USE PERMIT APPLICATION

Site Address: _____ Manassas, VA 20110
Street

Tax Map No(s): _____

Site Acreage: _____ Zoning District: _____

Comprehensive Plan Designation: _____

Proposed Use: _____

This is an amendment to existing SUP #: _____

APPLICANT

OWNER

(Leave Blank if Same as Applicant)

Name (Please Print)

Name

Signature

Company

Address

Address

City State Zip Code

City State Zip Code

Phone # Fax #

Phone # Fax #

E-mail Address

E-mail Address

SPECIAL USE PERMIT APPLICATION CHECKLIST

The items included in the following checklist are required for submission of any special use permit application package. Incomplete application packages will not be accepted.

Payments and Fees

- Application Fee.

Note: Applicant will also be billed for the cost of the newspaper advertising after the public hearing.

- Payment of delinquent taxes and fees on the property

Two (2) Copies:

- Completed Application – Typed
- Notarized Conflict of Interest Affidavit
- Special/Limited Power of Attorney Form (When applicant acts on behalf of the property owner)
- Architectural renderings providing full-color, four-sided architecture and exterior finishes for any new construction or alteration, including building elevations, signage, fencing and dumpster enclosures.
- Studies as identified during the pre-application meeting, including but not limited to, traffic impact analysis, economic impact analysis, and environmental studies. *Note: Additional studies may be identified during the review of the application as required to appropriately evaluate the proposal. Additional copies may also be requested.*

Fifteen (15) Copies:

- Generalized Development Plan (GDP) showing all existing and proposed improvements to demonstrate compliance with zoning and DCSM and mitigate negative impacts of the proposed use. The GDP must be folded to 8.5”x11” size and include the following:
- Scale and north point, with scale no less than 1 inch to 50 feet
 - General vicinity map providing information on existing street and cross street locations within one-quarter mile
 - Delineation of area to be used for the special use permit
 - Parcel identification numbers, name, present zoning, and zoning and use of abutting or contiguous parcels
 - Names of boundary roads or streets and width of existing rights-of-way
 - Easements and encumbrances
 - Existing and proposed utilities
 - Vehicular and pedestrian circulation, including traffic counts and typical street sections, right-of-way improvements, access points, travel ways, parking, loading, stacking, sidewalks, and trails
 - Layout and orientation of buildings and/or improvements, including but not limited to fencing, signs, and dumpsters, building use, height, setbacks, and restriction lines

SPECIAL USE PERMIT APPLICATION CHECKLIST

- Location and design of screening and landscaping, including the location and type of significant or specimen trees
- Tabulations for parking, tree canopy, parking lot landscaping, and others as applicable to the project

11"x17" reduction of the GDP

A written narrative describing the proposed use as it relates to the Comprehensive Plan, as well operational conditions and special conditions proposed to minimize the impact of the use on surrounding properties.

Electronic Files

CD containing electronic files of all documents included in the submission

Additional Requirements

Requests for waivers or modifications from the City's Design and Construction Standards Manual (DCSM) must be filed, including filing fee, with the Development Services Division concurrent with the submission of a special use permit application and approved prior to the case being scheduled for public hearing.



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CASE # _____
(Completed by City Staff)

CONFLICT OF INTEREST AFFIDAVIT

STATE OF _____

_____ of _____, to wit:

Tax Map No. _____

Property Address: _____

I hereby certify that no member of the City Council or the Planning Commission of the City of Manassas, Virginia, has any interest in the above property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as a holder of ten percent (10%) or more of the outstanding shares of stock in or as a director or officer of any corporation, owning such land, directly or indirectly by such member or members of his immediate household.

Name of Representative

Company Name

Telephone

Address

Signature of Representative

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20____.

Notary Public

My Commission expires: _____

ID: _____



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CASE # _____
(Completed by City Staff)

SPECIAL/LIMITED POWER OF ATTORNEY

THIS ____ day of _____, 20____, I, _____, the owner of Tax Map Number _____, make, constitute and appoint _____, my true and lawful attorney-in-fact, and in my name, place and stead giving unto said _____ full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for **(circle one) (Special Use Permit), (Rezoning), (Architectural Review Board), (Board of Zoning Appeals)** in connection with the above described real property.

The right, powers and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on _____, 20____, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Community Development of the City of Manassas stating that the terms of this power have been revoked or modified.

Owner's Name (Please Print)

Owner's Signature

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

ID: _____

City of Manassas
FEE SCHEDULE FOR LAND USE APPLICATIONS
 Effective: July 1, 2017

REZONING

<u>Type</u>	<u>Zone</u>	<u>Fee</u>
Agricultural & Residential	A-1, R-1 through R-5	\$500 + \$50 per acre*
Commercial & Industrial	B-1, B-2, B-4, I-1, I-2, & I-A	\$1000 + \$50 per acre*
Planned & City Center Districts	R-6, R-7, B-3, B-3.5, PMD	\$1500 + \$50 per acre*

PROFFER AMENDMENT* 50% of initial rezoning application fee

SPECIAL USE PERMIT

<u>Use</u>	<u>Fee</u>
Any proposed special use in the A-1 and R-1 through R-5 zones except as listed below:	\$500*
Any proposed special use in the B-1, B-2, B-4, I-1, I-2, & I-A zones except as listed below:	\$1000*
Any proposed special use in the R-6, R-7, B-3, B-3.5 and PMD zones except as listed below:	\$1500*
Home Business:	\$200*

SPECIAL USE PERMIT CONDITION AMENDMENT* 50% of initial application fee

ARB CERTIFICATE OF APPROPRIATENESS – NEW BUILDINGS, DEMOLITIONS & APPEALS**	\$500
ARB CERTIFICATE OF APPROPRIATENESS – ADDITIONS & ALTERATIONS	250
ARB CERTIFICATE OF APPROPRIATENESS – SIGNS & PAINTING	100
BZA APPEAL OR VARIANCE**	500
HOME OCCUPATION	25
PLANNING COMMISSION COMPREHENSIVE PLAN	
CONSISTENCY REVIEW**	500
TEMPORARY SIGN PERMIT	50
TEMPORARY SALES OR FOOD TRUCK PERMIT	50
TEMPORARY OUTDOOR EVENT PERMIT	50
ZONING ADMINISTRATOR INTERPRETATION	250
ZONING CERTIFICATION OR VERIFICATION	50

* Applicant will be billed for the cost of the newspaper advertising for the Planning Commission and City Council public hearings.

** Applicant will be billed for the cost of the newspaper advertising for the public hearing(s).