

**TOWN OF WISE  
APPLICATION FOR A CONDITIONAL USE PERMIT**

(Completed application must be received by the Town at least 30 days prior the relevant meeting).

**INSTRUCTIONS:** Accompanying this application must be the following:

1. Fifteen copies of the final site plan
2. A complete listing of all adjacent property owners (including property across streets and highways) and their mailing addresses as shown on record in the Wise County Courthouse, along with affidavit signed by the applicant.
3. Photocopy of the deed and survey plat to the property.
4. Evidence of availability of water and sewer service to accommodate the project.
5. The required \$200.00 application fee.

**YOU ARE HEREBY ADVISED THAT ANY CONVEYANCE OF A PORTION OF THE SUBJECT PARCEL MAY REQUIRE SUBDIVISION REVIEW AND APPROVAL PRIOR TO SUBMISSION OF THIS APPLICATION.**

**NOTE:** The filing of this application and payment of the required filing fee does not assure approval. The application will be discussed during public hearing(s) before the Planning Commission and Town Council. In rendering its final decision, Town Council may approve, deny, or approve with conditions. Any person who feels aggrieved by a decision of Town Council in this matter may present a writ of certiorari to the Wise County Circuit Court in the manner prescribed by law.

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**NAME OF PROJECT:** \_\_\_\_\_

**LOCATION OF PROJECT:** \_\_\_\_\_

**ZONING DISTRICT CLASSIFICATION:** \_\_\_\_\_

**SITE ACREAGE:** \_\_\_\_\_

**SQUARE FOOTAGE OF EACH STRUCTURE:** \_\_\_\_\_

\_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE: DAY** \_\_\_\_\_ **EVENING** \_\_\_\_\_

**ENGINEER/SURVEYOR OR REPRESENTATIVE:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

CORRESPONDENCE SHOULD BE DIRECTED TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

ZONING ORDINANCE ARTICLE AND SECTION NUMBER AUTHORIZING THE CONDITIONAL USE APPLIED FOR: \_\_\_\_\_

*COMPREHENSIVE PLAN* EXCERPTS SUPPORTING THE PROPOSED PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE THE SPECIFIC NATURE OF THE PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
As owner of this property or authorized agent therefore, I hereby certify that this application and the accompanying site plan are complete and accurate to the best of my knowledge. Further, I authorize entry onto the subject parcel by Town employees, Town officials, and their agents during the normal discharge of their duties in relation to the above application.

Respectfully submitted this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signed: \_\_\_\_\_

**PROPERTY OWNERS LIST**

**Applicant's Statement:**

I hereby certify that I have researched all owners of property adjacent to the property which is the subject of this request. Adjacent property includes all owners adjacent, across the road or highway and facing the property, and any owners across any railroad right-of-way, watercourses, and/or municipal boundaries. In the event the property affected is situated at or within 100 feet of the intersection of the rights-of-way of any two railroads, give names of property owners at all corners of such intersection.

I further certify that the names and addresses listed below are those of the adjacent property owners as listed in the most recent tax records of the Commissioner of Revenue of Wise County.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMMONWEALTH OF VIRGINIA  
COUNTY OF WISE, to wit:**

I, \_\_\_\_\_, a Notary Public for the State of Virginia, do certify that \_\_\_\_\_, whose name is signed to the above, bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, has acknowledged the same before me in my State aforesaid.

Given under my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

