

CHECKLIST FOR APPLICATIONS FOR EXCEPTIONS

In accordance with Section 5002 "Exceptions" of the Chesapeake Bay Preservation Area Ordinance, Sections 6-1015 and 6-2011 "Exceptions" of the Isle of Wight County Zoning Ordinance, the following information shall be submitted for a Conditional/Special Use Permit Application.

No application for an exception shall be certified as complete unless the following information is provided:

- 1. A properly completed and signed application form and fee. The property owner(s) must sign the application.
- 2. A narrative description of the property which shall include the Tax Parcel Identification Number and, a copy of the most recent deed of the property.
- 3. A narrative description of the proposed use(s) of the property a statement of the reasons for seeking such exception, and if applicable, a statement of conditions.
- 4. A plan of the site to a scale to show all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the Planning Commission and the Board of Supervisors that adequate provisions have been made for compliance with all standards for that particular use, the extent of the property to be so used on a given parcel or parcels, and information defining the requested exceptions. The plan shall be prepared by the appropriate authorized design professional licensed to practice in Virginia. No person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. Ten (10) full size copies, with one (1) reduced "11X17" copy is required to be submitted.
- 5. Such supplemental material (i.e., proof of water and sewer accommodations, traffic impact analysis, a water quality impact assessment, environmental assessment) as may be necessitated by the proposal itself, the district in which located or proposed to be located, and in accordance with all other applicable sections of the Isle of Wight County Zoning Ordinance. The designated number of copies shall be submitted.
- 7. Such other information as may be necessary to demonstrate compliance with all other applicable federal, state and County standards and regulations.
- 8. All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter.

This form must accompany all applications for exceptions and be signed by the responsible party certifying that the items noted above have been fully addressed as part of their submittal.

I, _____ certify that this application is complete.
Print Name and Title

Signature

Date