

## What happens after the application is accepted?

Once the application is accepted, the City will conduct a departmental review. The Planning Department will also take the case before the City's public bodies.

## How long is the review process?

The process requires a minimum of 3 months, assuming 1<sup>st</sup> time approval by all public bodies. Typically, there are 3-4 iterations of plan review during this process. Timing hinges on how quickly and thoroughly the applicant's engineer responds to comments by staff and public bodies.

Key steps in the process are as follows: Posting of public hearing signs and notice to adjoining property owners; Planning Commission review, public hearing and recommendation; and, City Council review, public hearing and action.

## Can I transfer the permit to another property?

The permit can not be transferred to another property. The conditions imposed on a permit are based on the circumstances of the site. If one would like to conduct the use at a different location, a new permit will need to be obtained.

## How long is the permit good for?

The Conditional Use Permit takes effect once it is approved by City Council. The permit will remain in effect as long as the use is being conducted. If the use does not commence within one year, is abandoned for a period of one year, or the applicant or successor fail to comply with the conditions of the permit, it will be deemed void.

## Development Review Team

- Planning Department  
(540) 667-1815 ext. 1418
- Police Department  
(Contact thru Planning Dept)
- Building Official  
(540) 667-1815 ext. 1418
- Fire & Rescue  
(540) 662-2298
- Public Services  
(540) 667-1815 ext. 1409

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# CONDITIONAL USE PERMIT PROCESS



# CONDITIONAL USE PERMITS

## What is a Conditional Use Permit?

A Conditional Use is a land use that is provided for in the Zoning Ordinance, but requires specific case-by-case approval by the City Council. A Conditional Use may be appropriate for a particular site, but only if the impacts of the use on the neighborhood can be mitigated.

## When do I need a Conditional Use Permit?

All properties in the City are zoned to a particular zoning district. Each zoning district has uses that are permitted by-right, as well as uses that are conditional. If one wants to conduct a conditional use they must complete a Conditional Use Application.

## Should I set up a Pre-Application Meeting?

It is recommended that the property owner contact the Planning Department to discuss the proposed use. The City will advise the property owner about the Conditional Use process, the materials needed for submission, the fees involved, how the proposal will be evaluated, and answer any questions. The meeting is a good opportunity to discuss the project and identify any issues that might be of concern to the City or applicant,

including: off-street parking, traffic, buffering/ screening, hours of operations, noise, and other pertinent issues.

## How do I apply for a Conditional Use Permit?

Submit a completed Conditional Use Application, 7 sets of site plans, floor plan and elevations, letter addressing compliance with Section 18-2 of the City's

Zoning Ordinance, list of surrounding property owners, disclosure of real interests, and fee to the City's Planning Department.

If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit completed materials or resubmittal will be required.

