

A mandatory pre-application meeting is required before submitting a Special Use Permit application. The meeting is free of charge. Do not submit an application until this meeting has been completed, as applications submitted without a pre-application meeting will be denied.

Special Use Permit application checklist:

All items on the checklist must be completed and turned in before the request is processed.

1. Completed application
2. Application fee
3. Letter of justification.

Applicant Information

Applicant Name

Applicant Address

Shimp Engineering
912 East High St
Charlottesville, VA 22902

Owner Phone #

E-mail

Owner of Record Details

Owner of Record

Owner Address

PO BOX 8183
CHARLOTTESVILLE, VA 22906

Owner Phone #

E-mail

Engineer or Surveyor (if different than applicant or owner)

Company Name

Name

Address

912 East High Street, Charlottesville, VA, 22902

Owner Phone #

E-mail

1. Describe in detail, what is being requested

The owner seeks a special use permit to establish a church on the property. In addition, the applicant proposes to operate a private K-8 school under the church’s ministry during non-service hours. These will both take place within the existing building on site.

Owner/Applicant Must Read and Sign

I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge. By signing this application, I am consenting to written comments, letters, and or notifications regarding this application being provided to me or my designated contact via fax or email. This consent does not preclude such written communication from also being sent via first-class mail. I also consent to give Planning/Zoning Staff the right to enter this property to conduct inspections, if necessary

Signature of Owner/Agent or Contract Purchaser

Julia Flynnmoore