



## CLIFTON PLANNING COMMISSION

# USE PERMIT APPLICATION FILING INSTRUCTIONS

The Town of Clifton Planning Commission presently meets on the last Tuesday of each month in the Acacia Lodge at 7135 Main Street, Clifton VA beginning at 7:30 pm, unless a new date is noticed on the Town website.

Applications for Use Permits (and any other action requiring Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15<sup>th</sup> of the month, in order to be heard at that month's Planning Commission meeting. All applications must be received by email and by hard copy by the 15<sup>th</sup>.

The application should be emailed to the Town Clerk, who presently is Amanda Christman. Her email address is [cliftonclerkva@gmail.com](mailto:cliftonclerkva@gmail.com). Three hard copies of applications together with the application fee and all plats and attachments should be mailed to the Clerk at Office of the Clerk, PO Box 309, Clifton VA 20124. Ten hard copies of applications together with all plats and attachments are required if any attachments are larger than the standard 8.5"x11" document size.

The Application should also be emailed to the Chairperson of the Planning Commission who is presently Kathy Kalinowski, at [khk@baberkal.com](mailto:khk@baberkal.com). Ten hard copies of the application together with all plats and attachments should be mailed to the Chairperson at Kathy Kalinowski, PO Box 126, Clifton VA 20124. They can also be delivered to 12801 Ford Lane, Clifton, VA 20124.

All Applications should be fully collated and bound.

All applications that include any construction on the property of any type should include a copy of a survey of the property by a licensed surveyor, together with appropriately engineered or architecturally reviewed construction drawings showing the proposed construction together with all revised setbacks on the surveyed plat.

**The Applicant, or its duly authorized representative, must be present at the Planning Commission meeting(s) at which their Application is considered.**

**The Applicant, or its duly authorized agent, must also be present at the Town Council meeting(s) at which their Application is considered.**

The Notice form must be completed by the Applicant and posted in the Post Office together with a copy of the Application and in a prominent place on the Applicant's property no later than 7 days prior to the Planning Commission scheduled meeting.

A check for the proper amount payable to the Town of Clifton which is required by the type of Application must be submitted to the Town Clerk at the time of the submission of the Application:

- 1) \$250.00, for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000.00;
- 2) \$500.00, for new home or commercial construction;
- 3) \$250.00 plus all costs for advertising for new special use permits in the Commercial District under Sec.9-21(a)(5) and new Bed & Breakfast use permits in the Residential District under Sec. 9-18(c)(K);
- 4) \$75.00 plus all costs for advertising for any amendment to a special use permit in the Commercial District under Sec.9-21(a)(5) or amendment to a Bed & Breakfast use permit in the Residential District under Sec.9-18(c)(1)(K); or
- 5) \$75.00, for all other construction, and any other use permit.

**Incomplete Applications will not be processed.**

## Use Permit Application Checklist

Mail and email to the Clerk: (P.O. Box 309, Clifton, VA 20124; CliftonClerkVA@gmail.com):

- Three hard-copies of application, floor plan and plat (Ten hard-copies if oversized)
- Parking tabulation form (if business is to be located in a building where other businesses are present) this form must be obtained from the landlord along with the parking plat
- Check payable to the Town of Clifton for application fee
- Electronic copy of application, floor plan and plat
- Email confirmation of applicant's (or applicant's agent) attendance at Planning Commission Meeting
- Email confirmation of attendance at Town Council meeting

Send to Planning Commission Chair: (P.O. Box 126, Clifton VA 20124 or delivered to 12801 Ford Lane, Clifton, VA 20124; KHK@baberkal.com)

- Ten hard-copies of application, floor plan and plat
- Electronic copy of application, floor plan and plat
- Parking tabulation form (if business is to be located in a building where other businesses are present)

Posted by the applicant to Bulletin Board at the Post Office: (12644 Chapel Road, Clifton, VA 20124):

- Use Permit Application Notice (posted by the 15<sup>th</sup> of the month)

For projects that will disturb 2,500 square feet or more of land, see the Town's Code Chapter 11. Specific requirements can be found at section 15. Please contact the Planning Commission Chair or Clerk prior to submitting applications for projects of this size. Applications of this size may incur additional charges for Town Engineer's review.