

## **CLIFTON PLANNING COMMISSION USE PERMIT APPLICATION – FILING INSTRUCTIONS**

The Town of Clifton Planning Commission meets on the last Tuesday of each month in the Acacia Lodge at 7135 Main Street, Clifton VA beginning at 7:30 pm. 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 15th of the month, in order to be heard at that month's Planning Commission meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 pm.

All Use Permit Applications must be fully collated and bound (by staple or other fastener).

The Clifton Town Clerk must be provided with 7 complete copies of the Application (for review by the Town Council) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton."

The Chairman of the Clifton Planning Commission must be provided with 10 complete copies of the Application (for review by the Planning Commission and its consultants).

The Chairman of the Clifton Planning Commission is:

**Kathy Kalinowski, 12801 Ford Lane, PO Box 126, Clifton Va 20124;**  
**email: [khk@baberkal.com](mailto:khk@baberkal.com);**  
**phone: 703-591-2323.**

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 their duly authorized agent, must be present at the Town Council meeting(s) at which their Application is considered.