



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

date stamp

paid stamp

Taxes current ☐ Yes ☐ No

APPLICATION FOR A CONDITIONAL USE PERMIT

*Please refer to the fee schedule for applicable application fee
The applicant is responsible for costs of public hearing advertisements (determined later)*

Name of Business or Organization: _____
If organization is a non-profit, please provide a copy of your 501(c)3

Site address in Town: _____

I hereby submit this request for a Conditional Use Permit in accordance with Section 70-_____ of the Town of Dumfries Zoning Ordinance, to:

State specifically all activities and materials required by this proposed use, attach additional pages if necessary.

Conditional Use Permit Type

Category A
Category B

☐
☐

Category C
Category D

☐
☐

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property to be used in conjunction with the Conditional Use Permit: (Attach additional pages if necessary)

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

I hereby certify that I have the authority to make the foregoing application on behalf of the named business or organization, that the information given is correct, that I have read and I understand the applicable zoning ordinances for the zoning district, and that this project will comply with all applicable Codes and Ordinances of the Town of Dumfries and the State of Virginia.

Applicant

Name _____ Signature _____

Please Print

Address _____ Phone _____

Email _____

NOTICE

The Town of Dumfries does not discriminate-against religions or on the basis of sex, age, race, national origin, or a disability. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.

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INTEREST DISCLOSURE AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 202_____,

I, _____ (Owner), hereby make oath that no member of the Town Council of the Town of Dumfries, Virginia, nor the Planning Commission of the Town of Dumfries, Virginia, has interest in such property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as holder of ten (10) percent or more of the outstanding shares of stock in or as a director or officer of any corporation owning such land, directly or indirectly, by such member or members of his immediate household, except as follows:

Owner/Contract Purchaser/Authorized Agent
(circle one)

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 202_____, in my
County and State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

If an attorney will represent you in all matters regarding this application, please fill out this

SPECIAL POWER OF ATTORNEY AFFIDAVIT

STATE OF VIRGINIA,

COUNTY OF PRINCE WILLIAM

This _____ day of _____, 202_____,

I, _____ (Owner/contract purchaser/applicant) for
_____ (subject property address) hereby make, constitute, and
appoint _____, my true and lawful
attorney-in-fact, and in my name, place and stead giving unto said
_____ full power and authority to do and perform all
acts and make all representation necessary, without any limitation whatsoever, to make application for said
Conditional Use Permit.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and
effect on _____ 202_____, and shall remain in full force and effect thereafter until
actual notice, by certified mail, return receipt requested is received by the Zoning office of the Town of
Dumfries stating that the terms of this power have been revoked or modified.

Owner/Contract Purchaser

COMMONWEALTH OF VIRGINIA:
County of Prince William

Subscribed and sworn to before me this _____ day of _____, 20_____ in my
County and State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

Conditional Use Permit Categories

Category A

Bicycle sales and repair, contractors where all services are performed offsite and where there is no storage of supplies or equipment outside the building, garages and public parking, household appliance sale and service store, horse stable, locksmith, museum, off premise sale of beer and wine, pet shops including boarding kennels, video sales and rental, bed and breakfast inn, dog grooming without any kennel facilities, up to 2 residential units located above ground floor commercial.

Category B

Amusement Parlors, child care or adult daycare center, commercial radio or television broadcasting station studio or offices, cultural art and entertainment center, drug store with drive through window, hotel or motel, miniature golf course and driving range, public maintenance and storage facilities, shooting range indoor, veterinary hospital with boarding kennels.

Category C

Convenience stores and service establishments such as but not limited to automatic self-service laundries, banks and financial institutions with a drive-through, uses with a drive through window, places of worship, equestrian facility, furniture store with retail floor area under 20,000 square feet, laundry cleaning and dyeing in which no combustible solvent is used, live theaters, live entertainment centers, model car racetracks, movie theaters, assembly halls, philanthropic and charitable institutions, private clubs and lodges, rental of tools/appliances/machinery and similar equipment to the general public where the rental items are stored and/or repaired within the building, 3 or more residential units located above ground floor commercial, school k-9, wholesale business with parking in the rear, stand-alone car wash, trade or convention center.

Category D

Fast Food restaurants with a drive through window, automobile sales and services, automobile rental agencies, electric equipment and component manufacturing, funeral homes without crematories and live animal slaughter, gasoline filling stations, heliport or helipad, horse racetrack, marina, metal fabrication, mobile home sales, processing and manufacturing establishments that are objectionable when processing or manufacturing that is incidental to a retail business conducted on premises and more than 10 employees employed on the premises engaged in processing or manufacturing activities.

**Submission Requirements for Rezoning/Conditional Use Permits**

REQUIREMENT	SUBMITTED
1. Application and fee	
2. Notarized Affidavit completed and signed by the applicant or agent	
3. One Copy of a Statement of Justification, to include a statement that the proposed development conforms to the comprehensive plan and zoning ordinance, or if any waiver, modification, exception or variance is requested by the applicant ¹	
4. One copy of the Legal Description of the Property to include the metes and bounds of the property	
5. One Copy of a Generalized Development Plan that is prepared and sealed by a professional engineer, surveyor, or architect/landscape architect. The GDP should include the appropriate notes, specifications and contents as outlined in article IV of the zoning ordinance where applicable ²	
6. One Copy of the Town of Dumfries zoning map and description of the zoning and land use adjacent to the site.	
7. Trip Generation Assessment/Traffic Impact Analysis ³	

Notes: 1) Modifications or Waivers for the PMUD district should be submitted to the Zoning Administrator as part of the Rezoning application

2) Rezoning Applications for the PMUD district requires a PMUD master zoning plan and should conform to the requirements outlined in Sec. 70-535.3 of the zoning ordinance

3) A Trip Generation assessment should be submitted to staff for a TIA determination. Once a determination is made, a scoping meeting should be scheduled to discuss the parameters of the TIA if applicable.

BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES

Zoning Approval for Certificate of Occupancy (Commercial Tenant Occupancy)	\$100
Zoning Approval Fee for accessory residential structures. (Sheds)	\$25

PLANNING APPLICATIONS

Application for Rezoning			
a.		Fee Per Acre	\$3,000
	i.	Fee per every additional acre thereof	\$1,000
	ii.	Fee for 6 or more acres – base fees plus	\$6,250
	iii.	Amendment	\$3,125
b.		Plus, additional fee per acre based upon desired zoning district	
	i.	PMUD and Residential/Amendment	\$175
	ii.	B-1	\$150
	iii.	B-2	\$125
	iv.	FB/O-1	\$175
	v.	SP-1 and M-1	\$200
Zoning Text Amendment (per text amendment)			\$2,500

CONDITIONAL USE PERMITS (CUP)

Conditional Use Permit (Residential Household Uses)			\$500
Conditional Use Permit - non-residential (see chart attached for use category)			
	i.	Category “A”	\$1,000
	ii.	Category “B”	\$1,400
	iii.	Category “C”	\$2,000
	iv.	Category “D”	\$6,000

APPEALS/BZA APPLICATIONS

Appeal to Maintenance Code Board of Appeals	\$1000
Appeal to the Board of Zoning Appeals (residential and non-residential)	\$1000
Appeal to the Town Council	\$1000
Request for Exception	\$1000

ARCHITECTURAL REVIEW BOARD

Certificate of Appropriateness	\$75
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ZONING DETERMINATIONS AND CERTIFICATIONS

Certificate of Non-Conforming Use (residential)	\$250
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$250
Zoning Interpretations/Proffer/SUP Determinations	\$350
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	\$200
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$100

HOME BUSINESSES

Home Occupation Permit Fee	\$100
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SIGN PERMITS

Sign Permit (new) – also requires Building Permit	\$120 + \$1 per square foot
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$75 whichever is less.
30 Day Temporary Sign Banner	\$25, **, **, ***
*- Fee is waived for a single “Grand Opening” Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non-Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
*, ** & *** In these instances, a permit is still required, and sign still must conform to the Zoning Ordinance.	
Temporary Sign Deposit Fee	\$50

Traffic Impact Studies

Traffic Impact Studies			
	i.	First Submission	\$1,000
	ii.	Third & subsequent submissions	\$500
	iii.	VDOT 870 Review Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

TEMPORARY USES

Temporary Use Permit			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$300
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$600
Temporary Use Deposit			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$500
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

FAILURE TO OBTAIN ZONING PERMIT

Failure to obtain a Zoning Permit	\$500 plus permit costs
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