

## **CITY OF MANASSAS PARK**

### **PROCESS FOR CONDITIONAL USE PERMIT (CUP)**

Welcome to the City of Manassas Park. The purpose of this pamphlet is to outline the Conditional Use Permit procedures of the City. A Conditional Use is a land use that is provided for in the City Code, but requires a specific case-by-case approval by the Governing Body. A Conditional Use may be appropriate for a particular site, but only if it can be made compatible with the neighborhood by the imposition of conditions, which tailor the proposal to fit the environment. In each zoning district, there are listed land uses permitted as a matter of right and those, which are permitted as a matter of discretion by the Governing Body.

Before applying, you should meet with the City Planner as required by City Code Sec.31-52 (a). This meeting will provide you the opportunity to discuss the project, and determine whether or not your proposal requires a Conditional Use Permit. Once it is established that a CUP is required, you are ready to prepare the application package.

An application package should include:

- Official application form for Conditional Use
- Interest disclosure affidavit
- Special Power of Attorney affidavit  
(if you are acting on behalf of property owner)
- A certified plat of the property
- Nine (9) sets of the Conditional Use Permit Plan (CUP)
- Written narrative
- Filing fee made payable to City of Manassas Park (non-refundable)  
with fee calculation checklist

The narrative should contain appropriate detail addressing the proposed use and its compatibility with the surrounding uses, as well as the method of operation, a description of amenities, a floor plan and any architectural features

An analysis of environmental impacts, scenic assets, road alignments, and improvements deemed necessary to minimize impact on surrounding areas will also expedite the review process.

## INSTRUCTIONS

All items contained in this application package must be completed and submitted with the supplemental items identified in the reference manual. Additional information may be requested during the required pre-application conference. Please attach additional pages where necessary to identify all requested information clearly.

- ✓ **Application Form** – filled out completely and signed.
- ✓ **Interest Disclosure affidavit**  
**This form is required to disclose whether or not any member of the Planning Commission or Governing Body has greater than ten percent interest in the company, relating to the proposal. Must be signed by the property owner(s).**
- ✓ **Special Power of Attorney affidavit**  
**This form is required if someone other than the property owner(s) is signing the application and other documents requiring the property owner(s) signature.**
- ✓ **Fee Calculation worksheet**  
**Complete form based on the attached fee schedule with payment made to City of Manassas Park.**

Once assembled, your application may be submitted to the Office of Planning at City Hall, One Park Center Court, Manassas Park, Va. 20111. Staff will review the application for completeness, and send you a formal letter of acceptance. This letter will be addressed to the agent as identified on the application. Staff will then forward your request to appropriate agencies for review and evaluation of the impact on surrounding areas, its conformance with the Comprehensive Plan and the impact it will have upon community facilities, public utilities, and City services.

Staff will conduct a meeting with the Applicant after the initial review of the application by the agencies to review comments and determine the next step in the process.

Once a date for the Planning Commission public hearing has been scheduled, staff will prepare a report with recommendations. The applicant will be notified in writing to obtain signs, for the purpose of advertising the public hearing, from the Planning Office for posting the property. The property must be posted for a 15-day period prior to the public hearing and a notarized sign posting affidavit must be returned to the Office of Planning within three days of the posting, (per Sec. 31-55 (a) 3 of the City Code. The Planning Commission will hold the public hearing and make recommendations to the Governing Body.

Your application, accompanied by the recommendation of the Planning Commission and supporting material will then be forwarded to the Governing Body for the second public hearing. This generally occurs within 30 days. Once again, the applicant will be responsible for posting of the signs 15 days before the Governing Body public hearing and a notarized sign posting affidavit must be returned to the Planning Department within three days of the posting.

At the next regular Governing Body meeting following the initial Council public hearing, the Governing Body will review the application in open discussion and address the issues raised during the first Council public hearing. Typically, the Governing Body will vote on the application at their second public hearing.

Upon completion of the public hearing process, and an approval by the Governing Body, you may then proceed with appropriate site or subdivision plans, as code requires.

To schedule a pre-application conference, or to answer any questions, please contact the City Planner at City Hall, One Park Center Court, Manassas Park Va. 20111, telephone (703) 335-8820.

Attachments:

Application Form

Interest Disclosure Affidavit

Special Power of Attorney Affidavit

Fee Calculation Worksheet

Sign Posting Affidavits