



# TOWN OF SMITHFIELD

310 Institute Street, PO Box 246, Smithfield, VA 23431

Tel: 1-(757)-365-4200 Fax: 1-(757)-357-9933

www.smithfieldva.gov

## PLANNING COMMISSION (PC) APPLICATION

Date of Application \_\_\_\_\_ Date of Meeting \_\_\_\_\_

In accordance with the Smithfield Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled PC meeting. If any new materials are submitted at the meeting, then the PC may table the application. The PC meets the 2nd Tuesday of the month (unless otherwise noted) at 6:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

Applicant/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Check all that apply:

Special Use Permit

PC Waivers

Site Plan/ Amendment

Text Amendment

Special Sign Exception

Map Amendment

CBPA Exception

Fee Paid

Subdivision Plan/  
Preliminary Plat

Final Plat

Proposed Use/ Exception: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please consult with the Community Development & Planning Department for additional materials required.

### DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (printed or typed) \_\_\_\_\_

Name: (signature) \_\_\_\_\_