



**SPECIAL USE
APPLICATION**
(Please type or
print)

Date: 07/12/2021 Case: SUP 21-0001

07/01/2019

110-0000-316-16-08 (395)	Mailing	\$	
260-0000-318-99-14	Intake	\$	65.00
	Process. Fee		
110-0000-316-16-08 (395)	Planning	\$	
110-0000-316-16-10 (334)	GIS	\$	190.00
260-0000-313-03-45	Zoning	\$	455.00
Total Filing Fee: _____			

Urfan & Uzair, LLC

Applicant's Name

4600 Lassen Lane

Applicant's Address

Fredericksburg, VA 22408

City, State, Zip Code

Naqibusmani9@gmail.com

Applicant's E-mail Address

(571) 232-4441

Applicant's Telephone No.

Naqibullah Mohd Ismail

Agent's Name (Point of Contact for Application)

4600 Lassen Lane

Agent's Address

Fredericksburg, VA 22408

City, State, Zip Code

Naqibusmani9@gmail.com

Agent's E-mail Address

(571) 232-4441

Agent's Telephone No.

Property Owner Information:

**If Applicant is not the owner, attach
documentation of owner's consent**

Urfan & Uzair, LLC

Name

4600 Lassen Lane

Address

Fredericksburg, VA 22408

City, State, Zip Code

(571) 232-4441

Telephone No.

Parcel Location: 4714 Mine Road, Fredericksburg, VA

Tax Map Parcel Number: 36-17-A3

Acreage: 1.67

Zoning District: C-3

Overlay District: HCOD, Airport

Proposed Use: Used Car Sales

To: The Board of Supervisors of Spotsylvania County, Virginia. The above named applicant(s) hereby petition(s) for the approval indicated above for the described property and as shown on the attached materials made a part of this Application.

I hereby certify by my signature below that I am the owner of record of the named property or that I am authorized to act on behalf of all the owners of record of the named property to execute this application. I further certify that all information I have provided thereon is complete and accurate. I agree on behalf of myself and all owners to conform to the Zoning Ordinance, Subdivision Ordinance, Virginia Uniform Statewide Building Code, Erosion Ordinance, Chesapeake Bay Preservation Ordinance, the Water and Sewer Construction Specifications of Spotsylvania County, and all other applicable laws and regulations of this jurisdiction.

Naqibullah Mohd Ismail,

Managing Member of Urfan & Uzair, LLC

Signature of Owner or Agent with POA*

07/12/2021

Date

Naqibullah Mohd Ismail

Print Name

Signature of Owner or Agent with POA*

Date

Print Name

*I have read this Application, understand its intent and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission for Spotsylvania County Officials and other authorized government agents on official business to enter the property to process this Application.

Voting District: Battlefield Census Tract: 202.04 Traffic Analysis Zone: 3500.0

(To be completed by the Planning Department after submission)

SPECIAL USE APPLICATION FEE CALCULATION SHEET



Application No: **SUP 21-0001**

Date Received: **2/22/21**

STEP 1- CALCULATE THE PLANNING FEE:

- ☒ Special Use (New Development) \$6,560.00
- ☒ Special Use (Minor- No New Development) \$4,035.00
- ☐ Special Use Condition- Amendment \$2,385.00
- ☐ Special Use with a Rezoning Request \$2,335.00

STEP 2- COMPLETE APPLICATION WORKSHEET:

260-0000-318-99-14	Intake Processing Fee	\$	65.00
110-0000-316-16-08 (395)	Mailing Fee**:	\$	5.50
110-0000-316-16-08 (395)	Planning Fee:	\$	4035.00
110-0000-316-16-10 (334)	GIS Fee:	\$	*190.00
260-0000-313-03-45	Zoning Fee:	\$	455.00

APPLICATION TOTAL: \$ 4,750.50

*GIS fee not applied to Applications that do not require a Generalized Development Plan (GDP)

**Equation: (# project parcels + # of adjacent parcels) x 1st class postage x 2 meetings = \$(Mailing Fee)

Refunds (Planning) – All refunds must be requested in writing to the Planning Director. Refunds will be issued in the following circumstances: 95% of Planning fees if application is withdrawn within two (2) business days of submission; 80% of Planning fees if application is withdrawn during the initial review period (time varies depending on application type); 40% of Planning fees if application is withdrawn within ten (10) business days after initial review comments are issued. **

ADJACENT PARCEL LIST

The following are the properties either abutting, adjoining, or across the street from the property subject to this Special Use Application (please print or type parcel number):

MAP #

36-17-E

36-A-2A

36-A-2B

36-17-P

SPECIAL USE APPLICATION



Spotsylvania County Planning Department

**Merchants Square Office Building
9019 Old Battlefield Boulevard, Suite 320
Spotsylvania, Virginia 22553**

Phone (540) 507-7434

www.spotsylvania.va.us

UPDATED: 06/07/2019

OVERVIEW OF THE SPECIAL USE APPLICATION PROCESS

The Special Use process involves analysis of the layout of the site and adjoining properties to assess the compatibility of the intended use with the adjacent and nearby land uses and whether the Special Use is consistent with the Comprehensive Plan. The process includes review of the Special Use Application by Planning staff along with appropriate County departments, State and Federal agencies. Planning staff will report their findings and make recommendations to the Planning Commission and the Board of Supervisors at public hearings. In accordance with Section 23-4.2.1 of the Zoning Ordinance, planning staff arranges for public hearing notices to appear in the local newspaper twice prior to each public hearing and sends notices to each adjacent landowner. The Board of Supervisors' vote on the issuance of the Special Use may include conditions as it deems necessary to ensure that the proposed use meets the standards set forth in Section 23-4.5.7 of the Zoning Ordinance and to prevent or minimize adverse impacts on nearby properties and/or the County. The Special Use process typically takes a minimum of three (3) months, but may take up to one (1) year after the Application is determined to be complete.

THE SPECIAL USE APPROVAL PROCESS

STEP 1: PRE-APPLICATION CONFERENCE

A Pre-Application Conference is strongly encouraged prior to the submission of a Special Use Application. Contact the Planning Department to schedule a Pre-Application Conference prior to submitting the Application. The purpose of the conference is to help identify, early in the process, those issues that should be addressed by the Application. Staff will determine the level of detail required for review of the Application in accordance with the minimum submission standards included in this packet. Please provide the following information:

- Pre-Application Meeting Request form, see attached, with a general plan of development or Concept Plan;
- More items may be brought to the conference; such as: a full-sized copy of the generalized plan of development, topographic maps, or architectural renderings, or any of the items that may provide additional information.

During the conference, the Applicant will be asked to provide a brief overview of the proposal. Then staff will assist in identifying those relevant items that will need to be addressed. As part of the review of the impacts of a proposed development, staff must consider the potential effects on public facilities, the area of the proposal and if the project will meet the Standards identified in Section 23-4.5.7. Staff will also determine which submission requirements are necessary to evaluate the request and staff may also suggest additional items.

The Pre-Application Conference is an opportunity for the Applicant/Engineer to receive assistance from the planning staff and other review agencies on matters related to the Application. Please, review the contents of the Application packet prior to the conference, and if necessary, prepare a list of questions for staff. Contact the Planning Department (540) 507-7434.

STEP 1A: COMMUNITY MEETING

The County encourages that applicants host a community meeting prior to submission. See "Spotsylvania County Community Meeting Recommended Guidelines" on the County's Planning website: www.spotsylvania.va.us.

STEP 2: INITIAL APPLICATION SUBMISSION

Complete all required items listed in the Basic Submission Requirements. Submit these items along with the appropriate fees to the Community Development Intake Counter at: **9019 Old Battlefield Boulevard, Spotsylvania, VA 22553.**

STEP 4: STAFF REVIEW AND COMMENT

After the Application is determined complete, staff will transmit the Application to the relevant review agencies. During this time, the review agencies will perform a substantive analysis of the Application and will provide comments on issues identified during their review. The Applicant/Engineer will have a chance to address issues raised during the review process in a technical review meeting.

STEP 5: SCHEDULING

A public hearing will be scheduled when the Application addresses issues noted during the review process. Submit five (5) copies of the GDP (folded) and any color renderings for the Planning Commission public hearing. Once the case is scheduled, any new information must be submitted to the case planner, consistent with the agreed upon processing schedule for the case. Planning staff will schedule the case for the next available Planning Commission public hearing, arrange for public notices in the local newspaper, and will send notification of the hearing to the adjacent property owners. Fifteen (15) days prior to the public hearing date, the Applicant must post notices on the property indicating the upcoming public hearing and identifying the appropriate case number for the pending Application. The Planning Department will provide the public notice signs. General posting instructions are included in this packet (See Posting of Public Notice Signs). Parcel specific instructions for posting the property will be handled by the case planner. Once the signs are posted, a notarized Sign Posting Affidavit must be submitted to the Planning Department.

STEP 6: PLANNING DEPARTMENT REPORT AND RECOMMENDATION

The case planner will prepare the staff report and recommendation. A copy of the staff report and recommendations will be forwarded to the Applicant when the Planning Commission packets are delivered to the members of the Commission.

STEP 7: PLANNING COMMISSION PUBLIC HEARING

At the public hearing, the case planner will provide an overview of the Application and present the staff report and recommendation. The Applicant will then be given ten (10) minutes to speak on behalf of the Application and to answer questions from the Planning Commission. The Applicant may display graphic materials during the presentation or use them in response to questions. Oversized materials should be reduced prior to the hearing in order to be included in the case file. Following the Applicant's presentation, the public hearing will be opened and citizens desiring to comment on the proposal are invited to speak. The Planning Commission may make their recommendation to the Board of Supervisors at the initial public hearing meeting or defer action on the proposal in accordance with Zoning Ordinance Section 23-4.5.5.

STEP 8: SUBMISSION OF THE GDP FOR THE BOARD OF SUPERVISORS HEARING

After the Planning Commission has acted on the Application, the Applicant must submit the Application must submit the GDP and color renderings on a disk in PDF format. Upon receipt of the GDP the case will be scheduled for the next available Board of Supervisors public hearing and an e-mail/letter will be sent to the Applicant with this date. After the public hearing before the Planning Commission, the Applicant may submit any additional information or modifications that have been specifically recommended by motion of the Planning Commission or by the Planning Director; provided, however, that any amendments recommended by the Planning Director must relate to issues identified in the staff report considered by the Planning Commission at the public hearing or discussed at the public hearing before the Planning Commission.

**Spotsylvania County
Special Use Application
Generalized Development Plan Checklist**

Case Number: SUP21-0001 **Project Name:** Capital Auto

NOTE: THIS CHECKLIST IS USED BY STAFF TO DETERMINE COMPLIANCE WITH COUNTY CODE, SEC. 23-4.5.3. IT IS PROVIDED TO PROFESSIONAL PLAN PREPARERS FOR INFORMATIONAL PURPOSES.

The generalized development plan (GDP) shall include the following information unless the submission requirements have been waived or modified by the Director of Planning due to the scope and nature of the proposed project:

- ✓ (1) A title block denoting the type of application, name of project, tax map reference and street address;
- ✓ (2) The name, address and phone number of the applicant;
- ✓ (3) The name, address, phone number, signature and registration number of the plan preparer, and the preparation date of the plan;
- ✓ (4) Vicinity map, 1" = 2000', a north arrow, scale and scale graphic;
- ✓ (5) The identification of and distance to all major intersections within one-half mile of the proposed development;
- ✓ (6) The boundary of the entire parcel with courses and distances;
- ✓ (7) Any existing and proposed parcel lines, easements, or rights-of-way within the subject parcel;
- ✓ (8) The present zoning and principal use of the subject parcel and all contiguous properties;
- ✓ (9) The boundaries of any overlay zoning districts described in Article 6 of the Zoning Ordinance;
- ✓ (10) A table (with computations) stating the types of proposed uses, the number of residential dwelling units and densities, and the gross and net floor areas of nonresidential structures;
- ✓ (11) The general locations, dimensions, height, number of floors and setbacks of all existing and proposed buildings, structures and other improvements;
- N/A (12) A table (with computations) estimating the lot coverage ratio and impervious surface ratio;
- N/A (13) The boundaries of any lakes, rivers, streams, ponds or wetlands;

- ✓ (14) A generalized landscape plan showing existing vegetation, proposed clearing limits, and indicating the location, and types of vegetation to be installed under the landscaping and bufferyard requirements of Article 5, Division 5 of the Zoning Ordinance;
- ✓ (15) The general location, and material descriptions of all other existing and proposed screens, bufferyards or landscaping;
- ✓ (16) The location and dimensions of existing and proposed parking and loading areas and any other impervious surfaces, such as driveways, streets (and names), cement sidewalks, and playing surfaces;
- ✓ (17) The location and description of all points of access including all proposed interparcel connections;
- ✓ (18) The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan;
- ✓ (19) The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property;
- ✓ (20) The location and dimensions of existing water and sewer mains serving the site of the proposed development, points of connection to public water and sewer and/or location of wells and septic systems and reserve drainfields;
- ✓ (21) Topographic contour lines at ten-foot (10') intervals using United States Geologic Survey 7.5 minute quadrangles for the existing site;
- ✓ (22) The location and dimensions of on-site and off-site facilities for the retention or detention of stormwater;
- N/A (23) The size, location and boundaries of any common open spaces, recreation areas and recreation facilities, including a statement of whether such open areas are to be dedicated to the public;
- N/A (24) For large scale, phased developments, identification of the location and timing of each phase of the development;
- ✓ (25) Any known historic buildings or features;
- ✓ (26) Any known places of burial;
- N/A (27) Floodplains and resource protection areas;
- ✓ (28) Signature and seal of professional person certifying the plan;

County of Spotsylvania
Department of Planning
9019 Old Battlefield Blvd, Suite 320
Spotsylvania, Virginia 22553
Phone: (540) 507-7434

APPLIED: 1/5/2021
PRE-APP MEETING: 1/14/2021



Pre-Application Meeting Request

Property Owner(s): Capital Auto, LLC
Developer/Applicant: Capital Auto, LLC
Phone #: 571 232 4441 Cell # 571 232 4441 *Email: Nagibusmaniq@gmail.com
Tax Map#: 36-17-A3 Existing Zoning: C-3 Proposed Zoning: Disturbed Zoning: Parcel Acreage: 1.67 ac

Parcel Address: 4714 Mine Road, Fredericksburg, VA

Type of Application
(Rezoning, Special
Use, Site Plan): Special Use Permit

Existing
Public Water: ☒ Yes ☐ No

Existing
Public Sewer: ☒ Yes ☐ No

Are there active permits under review with the County or have there been any prior approvals? ☐ Yes ☐ No

If yes, list: _____

Brief description of proposed
development: _____

Signature of Applicant:  Date: May/05/21

***Please submit the completed request form with a general development plan or concept plan to Shannon Fennell, at sfennell@spotsylvania.va.us, to be scheduled on the next available Technical Review Committee (TRC) Agenda**