



Before You Apply

Conditional Use Permit

What is a Conditional Use Permit Application for?

Some uses within a zoning district are allowable only with approval by the Town Council of a Conditional Use Permit. [Christiansburg Town Code Section 42-8. Conditional Use Permits.](#)

Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- In addition to completing the online application, the [Town's pdf application](#) must be completed and signed by the applicant and property owner. Please attach the signed form to your application.
- While no additional files are required to submit this application, please provide sufficient information for Town Council to make an informed decision and for Planning Commission to make a recommendation. This may include a preliminary site plan, application narrative, plat, photos, or other related documentation.
- *If staff needs additional information, someone will reach out to a contact on file.*

Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant).

Fees

The fee for a Conditional Use Permit in accordance with the [published fee schedule](#) must be paid in full for the application to be processed by staff. The invoice will be emailed to you within five business days of application.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Include a printed invoice copy for in-person or mailed payments.

Overdue taxes and fees must be paid in full before this invoice will be processed.



Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Conditional Use Permit" to find the correct application.

https://selfservice.christiansburg.org/energov_prod/selfservice#/home

What to Expect After you Apply

After you apply for a Conditional Use Permit, staff will review your application and may reach out with additional questions. Conditional Use Permits require public hearings in front of both the Planning Commission and Town Council. Please contact the Town Planning Department for any questions about this process. An example [Public Hearing Schedule is available for reference on the Town website](#).

Common Errors and Items to Note

Some common errors we see and important items to note on this type of application include:

- The Town strongly encourages scheduling a preapplication meeting with staff to discuss your development/project/use, gain an understanding of requirements, identify issues, and create a process timeline. These meetings are provided free of charge. Please reach out to Planning staff if you would like to schedule a preapplication meeting.