



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
- ☐ Site Plan/ Amendment
- ☐ Special Sign Exception
- ☐ CBPA Exception
- ☐ Subdivision Plan/
Preliminary Plat

- ☐ PC Waivers
- ☐ Text Amendment
- ☐ Map Amendment
- ☐ Fee Paid
- ☐ 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) _____