



COUNTY OF HIGHLAND

DEPARTMENT OF
BUILDING AND ZONING

P.O. Box 188 Monterey, Virginia 24465

Phone 540-468-2323
Email hilandbz@htcnet.org
Website highlandcovabz.org

Conditional Use Permit Application

The Highland County & Town of Monterey Zoning Ordinance requires the applicant to get a Conditional Use Permit pursuant to Section: _____

For Office Use Only

FEE: 150.00

Date Received: 4-2-24

Deadline Date: _____

Received By: John Simms

Applicant to provide the following information:

Use Applied For: Clip N Dip (Personal Services)

Use Location: 33 Hull Lane Monterey, VA 24465

Applicant Name: Melissa Harper

Applicant Address: 33 Hull Lane Monterey, VA 24465

Applicant Phone Number: 304-668-0135 Cell: 304-668-0135

Landowner Name: Ernie Lightner

Landowner Address: 33 Hull Lane Monterey, VA 24465

Landowner Phone Number: 540-468-2276 Cell: 540-290-1272

Acreage in Parcel: 4.9 Zoning: A Tax Map #: 43-A-9B

Acreage in Request: _____ Election District: _____

Conditional Use Permit Application (continued)

1. Describe the intended use.

Grooming Dogs

2. State whether new buildings will be constructed and describe improvements to existing infrastructure.

Existing Building

3. State whether traffic volume will increase significantly in the immediate neighborhood. Describe the type of traffic and the estimated increase.

One or two cars increase a day

4. State the amount of parking required for use as outlined in the Zoning Ordinance and the amount of parking that will be onsite.

6 to 8 car parking

5. List all signs that will be posted or installed on the property. Describe location and size of each sign.

Sign @ end of road on fence

6. List days and hours of operation (include deliveries).

Mon, Tues, Thurs, Friday 4pm-7pm
Sat 8am-12

7. Describe anticipated noise, waste, dust and vapors associated with the use.

Shouldn't be anymore noise with Dog Kennel already have

8. State the number of people to be employed by new use and describe any potential for growth.

None N/A

Ernest Light
Signature of Landowner

Meissa Harper
Signature of Applicant or Agent

Conditional Use Permit Application (continued)

LIST NAMES AND COMPLETE MAILING ADDRESSES OF ALL ADJACENT LANDOWNERS, INCLUDING LANDOWNERS ACROSS ANY ROAD. (May use additional pages if necessary.) Names of owners and complete mailing addresses may be found in the Commissioner of Revenue Office in the Highland County Courthouse.

NAME	ADDRESS
Gary + Kay Hull	52 106 Hull Lane Monterey VA 24465
Troy Williams	list but not Monterey VA 24465
David Piercee (Tony)	mail Monterey VA 24465
Becky Lightner	240 Lightner Dr Monterey VA 24465
Bobby Geane Simmons	25 Tinkerview Dr Cloverdale VA 2407

AS APPLICANT FOR THIS CONDITIONAL USE PERMIT, I Melissa Harper (printed name of Applicant) hereby acknowledge that I have faithfully and correctly provided names and complete mailing addresses of all my adjoining property owners and those directly across the street and road. I understand that failure to do so will leave me liable for additional costs for re-advertising and that my request could be delayed until proper notification has been given to all adjoining property owners and those property owners directly across the street or road.

Melissa Harper 4/1/24
 Signature of Applicant Date

Conditional Use Permit Application (continued)

IF APPLICABLE, VDOT AND THE HEALTH DEPARTMENT MUST ENTER THEIR COMMENTS BELOW BEFORE SUBMITTING APPLICATION TO BUILDING AND ZONING OFFICE.

Virginia Department of Transportation		540-462-6989
Lexington, VA		

VA Dept. Of Transportation

Highland County Health Department	Office Hours	540-468-2270
P.O Box 558	9am-3:30pm Mon, Tue, Thu, Fri	cshdinfo@vdh.virginia.gov
Monterey, VA 24465	8am-4:30pm Wed	

Highland County Health Department

Highland County Building Official	Office Hours by appointment	540-468-2323
P.O Box 188	9am-4pm Monday-Friday	hilandbz@htcnet.org
Monterey, VA 24465		

Highland County Building Official
