

PITTSYLVANIA COUNTY Zoning Ordinance

SPECIAL USE PERMIT Application Process



Code Compliance Office
53 N. Main Street
Chatham, VA 24531
Telephone: 434-432-1771

PITTSYLVANIA COUNTY

SPECIAL USE PERMIT PROCESS

STEP 1: PREAPPLICATION:

Applicant confers with Zoning Administrator concerning request and to obtain proper forms, recommended procedures, and technical assistance. An application to obtain a Special Use Permit may be filed by either the property owner or a contract purchaser of the property (New deeds or Contract Purchase Agreement shall be presented).

Applicant should contact neighboring property owners to review the proposal and determine the acceptability of the request.

STEP 2: APPLICATION:

Applicant submits **complete** application packet to Zoning Administrator by deadline (4:00 P.M. last Thursday in month, generally). If the owner cannot appear before the Zoning Administrator, the owner(s) signature shall be notarized on the application. The application is filed in the Zoning Administrator's Office and kept open for public inspection. Application set on public hearing calendar list by the Zoning Administrator's staff.

The property must be posted in a clearly visible location at least two (2) weeks prior to the required public hearings. Sign(s) are required to be posed by the applicant. Once the sign(s) are posted, it shall be the responsibility of the applicant to see that the sign(s) remain in place until after the final *public* hearing.

Staff notifies adjoining property owners of the Special Use Permit application and the public hearing schedule by first class mail. Staff prepares and delivers required legal advertising to newspaper. Notification of requests and public hearing schedule must appear in a local newspaper two (2) times in two (2) consecutive weeks before each public hearing.

Applicant is responsible for \$125.00 fee to cover processing and advertising plus first class postage as required.

STEP 3: STAFF REVIEW:

Staff places application on agenda for Planning Commission and Board of Zoning Appeals. Staff visits site and surrounding neighborhood. Staff may route application to various County departments, as well as the Virginia Department of Transportation, for review. Staff compiles information from field inspection and reviews and prepares comprehensive report for Planning Commission and Board of Zoning Appeals. Each request is evaluated on the basis of its relationship with the environment, relationship to the Comprehensive Plan, and relationship to the purpose and intent of the Zoning Ordinance.

STEP 4: PLANNING COMMISSION REVIEW:

PLANNING Commission, as a group, may visit each site during the week prior to the public hearing. Planning Commission Public Hearing (**first** Tuesday of the month, generally):

Applicant must attend the public hearing. The applicant may have an agent present the request to the Commission if desired, but should also be in attendance in order to answer any questions and avoid delays in the review process due to lack of information.

Interested parties may comment on the request and/or voice concerns to the Commission.

Planning Commission may make a recommendation to the Board of Zoning Appeals to approve or deny the request, with or without suggested conditions for approval. The Commission may also continue the hearing if more information is needed.

Unless otherwise instructed in writing by the applicant, the zoning staff will automatically schedule the request to be heard at the next public hearing of the Board of Zoning Appeals. If the applicant chooses to withdraw the petition or delay taking the petition to the Board, he/she must notify the zoning staff in writing within two (2) days after the Planning Commission public hearing. Any request to withdraw or postpone an application after the hearing has been fully advertised is subject to approval by the affected Commission or Board. Unless the body approving withdrawal specifies that the time limitation shall not apply, substantially the same petition shall not be reconsidered within twelve (12) months of the date of action. The cost of additional time for review and hearings will be borne by the county.

STEP 5: BOARD OF ZONING APPEALS ACTION:

Prior to the Board's public hearing, staff distributes report to the Board of Zoning Appeals which summarizes the Planning Commission public hearing and states the Commission's recommendation on each request.

Board of Zoning Appeals Public Hearing (second Tuesday of the month, generally):

Applicant must attend the public hearing. The applicant may have an agent present the request to the Commission if desired, but must also be in attendance in order to answer any questions and avoid delays in the review process due to lack of information.

Interested parties may comment on the request and/or voice concerns to the Board.

Board of Zoning Appeals may vote to approve or deny the request. The Board may also impose upon any Special Use Permit such conditions relating to the request as it may deem necessary in the public interest. The Board may also continue the hearing if more information is needed or send the request back to the Planning Commission for additional review. The cost of additional time for review and hearings will be borne by the county.

STEP 6: RECORDATION OF FINAL ACTION

The Board's decision is considered to be in effect once the vote on the request has been announced. Legal forms are filed in the Zoning Administrator's Office the morning following the vote. All files remain open for public inspection.

PITTSYLVANIA COUNTY

REQUIREMENTS FOR SPECIAL USE PERMIT APPLICATION

All completed applications must be received by 4:00 P.M. on the last Thursday of the month, generally. ***(Ex. Cases filed the last Thursday in January will be heard in March)*** Incomplete packets will not be accepted. The packet must include the following information:

1. Consultation with zoning staff to review the proposal and obtain recommended procedures and technical assistance. Applicant should also contact neighboring property owners to review the proposal.
2. **Completed application form**, typed and signed by owner and applicant, including owner's consent. (Owners signature shall be notarized, if signed outside the Code Compliance Office/Zoning Administrator's Office.)
3. **Letter of application and/or Letter of Intent** stating in general terms: *(Owners signature shall be notarized, if signed outside the Code Compliance Office/Zoning Administrator's Office)* the proposed use of the property, the effect of the changes on the surrounding area, and the reason for the request.
4. **Site development plan (if required)**, discuss specific requirements with Zoning Administrator. Concept plan submission may be permitted. A concept plan and site development plan may be required at the discretion of the Zoning Administrator. (See attached Site Development Plan instructions.
5. **Concept plan (if required)** for site layout --11" x 17" scaled drawing. A concept plan and site development plan may be required at the discretion of the Zoning Administrator. (See attached Concept Plan instructions.)
6. **Legal Forms**, including Petition, (Owners signature shall be notarized, if signed outside the Code Compliance Office/Zoning Administrator's Office) Recommendation, Final Order, and description of property in metes and bounds. All forms must be typed.
7. **List of names addresses and tax map and parcel numbers of property owners** who abut the property or are directly across a public right-of-way. (Refer to County tax records in the Commissioners office.)
8. **Application fee**: \$125.00 to cover required processing, signs, and newspaper advertising, plus first class postage for each adjoining property owner for mailing costs. For further information or assistance, please contact the Zoning Administration staff Monday through Friday, 9:30 A.M. to 4:00 P.M. at: 434-432-1771

SITE DEVELOPMENT PLAN INSTRUCTIONS

Purpose: The site development plan details the characteristics of the applicant project's setbacks, boundaries, location, density, and other factors critical to making zoning determinations.

Preparation. A site development plan is required with rezonings, special use zoning permits, some zoning permits for permitted uses and variances. The Ordinance provides for those uses specifically requiring site development plans; also listed are exemptions from preparation of site development plans. In addition, the Zoning Administrator may have discretion to waive site development plans, substituting concept plan requirements.

Eight (8) copies of the site development plan and one (1) original will be required on initial application. The plan does not have to be prepared by a professional site planner but should be legible and describe the project in appropriate detail. The following are considered minimum requirements:

- Title of project; name of subdivision.
- Name of owner, subdivider, surveyor, or engineer.
- True north pointer.
- Date of drawing; number of sheets; voting district
- Scale of the drawing, which shall be one hundred (100) feet per inch. Original drawings shall be black line on polyester film or comparable transparentized material; size of drawings shall be twenty (20) inches by eighteen (18) inches. A blank oblong space of 3" by 5" shall be reserved for the use of the approving authorities.
- A three (3) inch by five (5) inch area shall be reserved on drawings for signatures and/or stamps of approving agencies.
- Location of the proposed subdivision by an inset map at a scale of not less than two (2) inches per one (1) mile, showing adjoining roads, their names and numbers, towns, subdivisions and other landmarks, and streams, bodies of water, railroads, subdivisions, to clearly identify the location of the property.
- A boundary survey or existing survey of record; provided that such survey shows a closure with an accuracy of not less than one (1) in twenty-five hundred (2,500); total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
- Zoning of the tract and all surrounding tracts. Include parcel numbers, other identifying numbers from county tax maps.
- All existing, platted and proposed streets, their names, numbers and widths; existing utility and other easements, public areas and parking spaces; culverts, drains and watercourses, their names and other pertinent data.

Location, type and size of all entrances to the site.

All parcels of land to be dedicated for public use and the conditions of such dedication.

Existing topography and proposed finished contours shown at intervals satisfactory to the Resident Engineer, when applicable.

Elevations of existing and proposed ground surface at all street intersections and at points of major grade change along the center line of streets, together with proposed grade lines connecting therewith.

- Grades of roads shall not exceed those recommended by the Resident Engineer's Office, when applicable. Street grades shall not exceed ten (10) percent.
- Provisions for off-street parking, loading spaces and pedestrian walkways; including sidewalks; calculations indicating the number of parking spaces required and the number provided.
- Number of floors, floor area, height and location of each building.
- For a multi-family residential development, the number, size and type of dwelling units, density, location, type, and percentage of total acreage of recreation facilities.
- Proposed connections with existing sanitary sewers and existing water supply or the alternate means of sewage disposal and water supply.
- Detailed utility layout including water and sanitary sewer plan with profiles; density, location of electrical transmission lines, gas pipelines, streetlights, and fire hydrants; and showing the locations of garbage and trash disposal facilities; location of standpipes for fire protection.
- Provisions for collecting and discharging surface drainage and preliminary designs of any structure that -may be required; other provisions for the adequate control of storm water drainage and erosion and sedimentation, indicating all proposed temporary and permanent control measures, and including drainage calculations.
- Computations notation to include the total site area, and the amount and percentage of the site covered by open space and buildings, or dwelling units for multi-family residential developments.
- Bylaws of Homeowners Association when applicable.
- Notification of adjacent property owners. It shall be the responsibility of the applicant to pay for notification of all adjoining property owners, advising them of the submission of plans to the County and that plans are on file and available for review in the Zoning Administrator's office. No site plan shall be approved until the Zoning Administrator or his designee, is satisfied that all property owners contiguous to and sharing a common property line with said applicants or whose property lies directly across from the proposed development have been notified in writing prior to the time the site development plan is approved. Evidence that such notice was sent by mail to the last known address of such owner as shown on the current real estate tax assessment books shall be deemed adequate compliance.

If the Zoning Administrator determines that one (1) or more of the submittal requirements is not applicable to the proposed project, the Administrator may waive those requirements.

The submittal of a site development plan with insufficient information shall result in the return of the plans to the applicant without review; such deficiencies shall be noted in written form.

CONCEPT PLAN INSTRUCTIONS

Limitations: The concept plan should not be confused with the site development plan that is required in most cases before the issuance of a zoning permit and building permit. Site development plan procedures ensure compliance with development regulations and may require changes to the initial concept plan. Unless limiting conditions are proffered during a rezoning and accepted, or imposed by the Board of Supervisors on a Special Use Permit request, the concept plan may be altered to the extent permitted by zoning district and other regulations.

Preparation: A concept plan may be required with all Rezoning, Permitted Use Zoning Permit, Special Use Zoning Permit, and some other zoning applications at the discretion of the Zoning Administrator. The plan does not have to be prepared by a professional site planner, but should be legible and describe the project in appropriate detail. Eight (8) copies of the Concept-Plan and one (1) original will be required on initial application. The staff may exempt some items or suggest the addition of extra items, but in general, the following are considered minimum:

- Project title; name of applicant, and project designer/surveyor (if applicable).
- Date, north arrow, and graphic scale.
- 11 " x 17" drawings. If plans are larger than 11 " x 17", applicant must provide twenty (20) copies of the plan for distribution to Planning Commission and Board of Supervisors members.
- Size of entire parcel and/or lots in acres and square feet and, if applicable, size of portion of parcel to be rezoned.
- Lot dimensions in feet. Adjacent streets, alleys, railroads, water bodies, physical features, etc. Tax parcel identification numbers, deed book references, plat book references.
- Locations, dimensions, and heights of all structures.
- Impacting natural features.

Additional requirements of applicant's concept plan may include:

- For residential, commercial, and mixed use projects: the number, type, and size of dwelling, retail, or commercial office units, and the gross density of units, plus the location, size, and type of recreational amenities.
- Location and dimensions of pedestrian access and plazas as well as vehicular driveways, off-street parking spaces, and loading facilities. Outstanding natural features to be conserved, such as slope, ground cover, surface water, trees and vegetation, floodplain, etc.
- Signs, including type, area, height, and placement on site. Location and description of any screening and buffering along the lot perimeter or within the lot.
- Building elevations or renderings and description of landscape improvements (optional). Other information pertinent to the specific request including areas outdoors which are designated for special uses, for example, storage areas, recreation area, loading/unloading areas, dumpster areas.

PITTSYLVANIA COUNTY
APPLICATION FOR SPECIAL USE PERMIT

I/We, _____, as
Owner of the below described property, hereby apply to the Pittsylvania County Board of Zoning
Appeals to amend the Pittsylvania County Zoning Maps as hereinafter described:

1. Property Owner's Name: _____ Phone: _____
Address: _____
_____ ZIP _____
2. Location of Property: _____
3. Tax Map Parcel Number: _____
4. Election District: _____
5. Size of Property: _____ acres/square feet
Size of Proposed Special Use: _____ acres/square feet
6. Existing Land Use: _____
Existing Zoning: _____
7. Proposed Land Use: _____
8. Check completed items:
_____ Letter of Application _____ Site Development Plan _____ Legal Forms
_____ 11" x 17" Concept Plan _____ Application Fee _____ Plat Map
_____ List of Adjoining Properties
9. Any materials relating to a particular case, including a staff recommendation or report furnished to a
member of the board, shall be made available without cost to such applicant, appellant or other
person aggrieved. Such materials will be sent to the following email address, unless otherwise
requested.
_____ (Email)

*Through application for this permit, the owner authorizes a right-of-entry to the designated personnel of Pittsylvania County
for the purpose of site evaluation and monitoring for compliance with the Pittsylvania County Zoning Ordinance.*

Applicant

*Sworn to and subscribed before me in my presence this _____ day of _____, _____, in my City and State
aforesaid, by _____ Notary Public. My commission Expires: _____*

OFFICE USE ONLY: Application No.: _____

Application Deadline: _____ P. C. Hearing Date: _____
Received By: _____ Date Received: _____
B.Z.A. Hearing Date: _____ Action: _____

VIRGINIA

:

BEFORE THE BOARD OF ZONING APPEALS OF PITTSYLVANIA COUNTY

A _____ acre parcel of land,)
generally located. _____)
within the _____)
Election District, and recorded as)
parcel # _____ in the)
Pittsylvania County tax records.)

PETITION

TO THE BOARD OF ZONING APPEALS OF PITTSYLVANIA COUNTY:

WHEREAS, your Petitioner _____ respectfully files this petition pursuant to Section 35-713 of the Pittsylvania County Zoning Ordinance and in accordance with the Code of Virginia 1950, as amended, and would respectfully show the following:

- 1) The Petitioner is the owner of the above-referenced parcel of land, or is filing with the owner's consent.
- 2) The property is presently zoned under the provisions of the Pittsylvania County Zoning Ordinance as _____ District.
- 3) Your petitioner now desires to have a Special Use Permit issued for the purpose of _____.

WHEREFORE, your petitioner respectfully requests that the above-referenced parcel of land be issued a Special Use Permit as set out in Number 3.

Further, your Petitioner respectfully requests that this petition be referred by the Secretary to the Pittsylvania County Planning Commission for its consideration and recommendation.

Respectfully submitted,

Petitioner

Sworn to and subscribed before me in my presence this _____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____

ADJACENT PROPERTY OWNERS

Adjacent property owners are mailed a notice of the request. Please provide each owner's name and mailing address plus zip code for every Property adjacent to the site and directly across from any public right-of-way adjoining the site. Names and addresses are available in the County Tax Commissioners office in the Courthouse.

Petition Parcel # _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

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Name: _____ GPIN: _____

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Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____

Name: _____ GPIN: _____

Address: _____



SIGN AFFIDAVIT

Sec. 35-817. POSTING OF PROPERTY - PLANNING COMMISSION HEARING-

At least fourteen (14) days preceding the Commission's public hearing on a zoning map amendment, there shall be erected on the property proposed to be rezoned, a sign or signs provided by the Zoning Administrator indicating the date, time, and place of the public hearing. The sign shall be erected within ten (10) feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than two and one-half (2 1/2) feet above the ground. If more than one (1) such road abuts the property, then a sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, then signs shall be erected in the same manner as above on at least two (2) boundaries of the property abutting land not owned by the applicant.

Sec. 35-818, POSTING OF PROPERTY - BOARD OF SUPERVISORS HEARING-

When a public hearing has been scheduled before the Board of Supervisors for a Zoning Map amendment, there shall be erected, at least fourteen (14) days preceding such hearing, a sign or signs provided by the Zoning Administrator indicating the date, time and place of the public hearing. Such sign or signs shall be erected in the same manner as prescribed in Section 35-817 above.

Sec. 25-819. MAINTENANCE AND REMOVAL OF SIGNS.

Any sign erected in compliance with this section shall be maintained at all times by the applicant up to the time of the hearing. It shall be unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remove or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant with fourteen (14) days following the public hearing for which it was erected.

I have read and understand Sections 35-817, 35-818, and 35-819 of the Pittsylvania County Zoning Ordinance. I understand it is my responsibility to post, maintain and remove this/these sign or signs, according to Section 35-817, Section 35-818, and 35-819. If this sign is removed or destroyed, I understand it is my responsibility to obtain another sign from the Zoning office, post the property and maintain the sign(s), according to the above Sections of the Pittsylvania County Zoning Ordinance.

Should the property not be posted and the sign(s) maintained as required above, I understand the board may defer the case.

Case _____ Applicant _____ Date _____

Sworn to and subscribed before me in my presence this _____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____

SPECIAL POWER OF ATTORNEY

Property Description (Tax Map Number, Street Address or Common Description, Borough):

Tax Map # _____

I/we _____, am/are:

_____ the applicant for the above-referenced application

_____ the owner(s) of the property described above

I/we do hereby make, constitute, and appoint _____, authorized agent of _____, my/our true and lawful attorney-in-fact, and grant unto my/our attorney-in-fact full power and authority to make any and all applications and execute any related documents required in connection with all zoning and/or permitting matters related to _____, on the above described property (the "Property"), and to perform all acts and make all agreements as such person shall deem necessary or appropriate in regard to said zoning and/or permitting matters, including but not limited to the following authority: the authority to negotiate with localities; to sign and submit proffers that would constitute binding conditions on the Property; to agree to conditions and bind the Property with conditions, whether through proffers or other agreements; to sign and submit applications, agreements and/or other documents in connection with rezoning, conditional rezoning, special use permits, conditional use permits, special exceptions, zoning variances, building permits and/or any other permits related to _____, on the Property; and to modify or amend any documents in whole or in part relating to such applications, agreements and related documents.

I/we ratify all actions taken to date in connection with the zoning and/or permitting of the Property related to _____, on the Property.

Owner:

Print Name _____

Commonwealth of Virginia City/County of _____, to-wit:
Subscribed and sworn to before me this _____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public.
My Commission Expires: _____.