SPECIAL USE PERMIT APPLICATION

Shenandoah County Office of Community Development

600 N. Main St., Suite 107
Woodstock, VA 22664
Phone: 540-459-6185
Fax: 540-459-6193
http://shenandoahcountyva.us/zoning/

Ver. 10/2014

SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

Please use the checklist below to ensure all steps are taken to complete your application for a Special Use Permit. All Special Use Permits must adhere to Chapter165 of the ordinances of Shenandoah County (available online at http://www.ecode360.com/SH1548). A completed application packet is submitted to the Zoning Administrator and will be decided by the Board of Supervisors. Site plan approval can be obtained in conjunction with a Special Use Permit request or at a later date. If you are unfamiliar with this process, please contact the County Zoning Administrator at 540-465-6194 to set an appointment to meet.

SPECIAL USE PERMIT CHECKLIST

_____ Completed and signed application form.

_____ If applicant is acting as the agent for the owner, a completed Power of Attorney form.

_____ Site plan showing the proposed use (see Site Plan Requirements sheet).

_____ A copy of the deed (may be obtained from Clerk of Circuit Court) showing evidence of ownership for the property in question.

_____ Receipt showing taxes have been paid in full (may be obtained from Shenandoah County Treasurer's office).

_____ A completed disclosure of the equitable ownership of the real estate to be affected and a notarized disclosure stating whether or not any members of the Shenandoah County Planning Commission or Board of Supervisors have any interest in such property. Disclosure attached.

_____ Completed review by all required agencies.

_____ Application fee (see below).

Application Review and Action

Once the applicant submits the complete application, the Special Use Permit request is scheduled for the next joint public hearing of the Planning Commission and Board of Supervisors. The applicant or agent is required to appear at this hearing to present the application and to answer any questions. This hearing normally begins at 7:00 p.m. and takes place in the Board Room of the Shenandoah County Government Office in Woodstock, Virginia. The applicant must take responsibility for contacting the Zoning Administrator to find out the exact date, time, and location in case any changes are made to the normal schedule. After the Planning Commission makes its recommendation, usually at the hearing meeting, the Board of Supervisors will take up the matter at a scheduled meeting, normally the 4th Tuesday of the month at 7:00 p.m. at the same location. Again the applicant is responsible for calling the Zoning Administrator to confirm the date, time, and location of the Board meeting.

Site Plan

The site plan should show the proposed use of the property, if known, if the rezoning occurs. A description of site plan requirements is included in this packet.

Agency Comments

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application. The applicant should contact those agencies to review the proposed use.

SUP Application Fee:

Make checks payable to "Shenandoah County Treasurer".

Level II Home Business	$400.00
Telecommunications Towers	$4,500.00
Other	$500.00

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540-459-6185

Special Use Permit Application

PROJECT NAME: _____

APPLICANT / OWNER

Applicant Name _____ Address _____

Daytime Telephone _____ _____

E-Mail _____ _____

Owner Name _____ Address _____

Daytime Telephone _____ _____

E-Mail _____ _____

PROPERTY

Address / Location _____

Tax Map Numbers _____ Parcel size _____ ac \ sf

PROJECT

Use Applied for _____

Describe the proposed use _____

_____

_____

Current use of property _____

Proposed additions/improvements to existing buildings _____

_____

_____

Proposed new buildings _____

_____

Has a previous application been made for this use? Yes / No If Yes, give date: _____

Additional Comments _____

_____

I (we), the undersigned, do hereby certify that the information provided in this application and associated documents is complete and correct. I (we) understand that in granting approval of an application for specia use, the Board of Supervisors may require compliance with certain conditions and that such approval shall not be considered valid until these conditions are met.

Owner Signature _____ Date _____

Applicant Signature _____ Date _____

OFFICE USE ONLY
SUP # _____ Fee _____ Date Rec'd _____ Public Hearing Ad Dates _____ PC/BOS Public Hearing Date _____ Planning Commission recommendations _____
Board of Supervisors Action _____
BOS action date: _____ Clerk of the Board _____

Special Limited Power of Attorney

County of Shenandoah, Virginia

Office of Community Development

Web Site: http://www.shenandoahcountyva.us/community

Mailing Address: 600 N. Main St., Suite 107, Woodstock, VA 22664 Phone: (540) 459-6185 Fax: (540) 459-6193

Know all men by these presents: That I (We)

(Name): _____ (Telephone): _____

(Address): _____

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Henrico, Virginia, by

Instrument No. _____ , on Page _____ ,

and is described as tax map number(s): _____ ,

do hereby make, constitute and appoint:

(Name): _____ (Telephone): _____

(Address): _____

To act as my true and lawful attorney-in-fact and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

☐ Rezoning (including proffers) ☐ Preliminary Subdivision ☐ Final Subdivision

☐ Special Use Permits ☐ Variance ☐ Administrative Site Plans

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

_____

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this _____day of _____, 20____,

Signature(s) _____

State of Virginia, City/County of _____ , To-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____ 20____.

_____ My commission expires: _____

Notary Public

SITE PLAN REQUIREMENTS
(Based on Shenandoah County Code §165.97)

Site plan approval is required for the following uses:

Commercial/Industrial

- Shopping centers
- Offices and/or industrial parks
- Hotels and motels
- Country inns
- Rural resorts
- Corporate training centers
- Motor vehicle impoundment lots
- Retail greenhouse and nursery operations
- Self-service storage facilities
- Telecommunications towers
- Other business and industrial buildings to contain a floor area of more than 5,000 square feet

Residential:

- Mobile home parks
- Multiple-family dwellings (apartments)
- Townhouses
- Cluster housing development

Institutional:

- Schools, churches and other public buildings
- Hospitals, nursing homes, convalescent homes

Site plans must be drawn to a scale of not more than 1" = 200' on paper at least 12" x 24" and shall show the following:

a) Proposed title of the project and the name of the engineer, architect, or landscape architect, and the developer.

b) The north point, scale and date.

c) Existing zoning and zoning district boundaries on the property and immediately surrounding properties.

d) Present use of the property and all abutting properties.

e) The boundaries of the properties involved, county or municipal boundaries, the general location of all existing easements and property lines, existing streets, buildings or waterways, major tree masses and other physical features in or adjoining the project.

f) Topography of the project area with contour intervals of two (2) feet or less, unless waived by the Administrator as clearly unnecessary to a review of the project or proposal.

g) The approximate location and sizes of all existing and planned sanitary and storm sewers, water mains, culverts, and other underground structures in or near the project. Stormwater disposition shall be shown where necessary.

h) Proposed zoning changes, if any.

i) The general location and character of proposed streets, entrances and exits, driveways, and curb cuts.

j) The size, location, and number of proposed parking spaces including loading spaces with type of surface treatment and space marking, and outdoor lighting systems.

k) The general location of proposed lots, setback lines, any easements or reserved areas.

l) Location of all buildings with respect of each other, lot lines, and major excavations, showing height of all structures (full dimensioning not required).

m) General location, height and material of all fences, walls, planting screen, and landscaping.

n) General location, character, size and height of all proposed signs.

o) Total number of acres in the project with the percentage proposed for each use on the site.

p) Total number of dwelling units in the project and number of units per acre.

The Zoning Administrator or Planning Commission may establish additional requirements or may waive a requirement not essential for project review.

DISCLOSURE OF OWNERSHIP/INTEREST TEMPLATE

Office of Community Development
Shenandoah County
600 N. Main Street, Suite 107
Woodstock, VA 22664

Re: County Ordinance Section 165-114

In accordance with Section 165-114 of the Ordinances of Shenandoah County, Virginia, it is submitted that the owners of the subject real estate which is the subject of an application for _____ are as follows:
[rezoning / special use permit]

1. _____
   Name & address of owner
2. _____
3. _____

Further, this letter is a disclosure under Section 165-114, sworn to under oath before a Notary Public, and the undersigned, first being duly sworn, states that member(s) (or immediate household members) of the Shenandoah County Planning Commission or the Shenandoah County Board of Supervisors _____ interest in the aforesaid property, either
[have / do not have]
individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust.

Sincerely,

COMMONWEALTH OF VIRGINIA
COUNTY OF SHENANDOAH, TO-WIT:

I, _____, a notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed the forgoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me this ____ day of _____, 20___ .

_____
Notary Public

_____
Notary registration number

My commission expires: _____