



# **SPECIAL USE PERMIT APPLICATION LARGE SCALE SOLAR FACILITY**

**Shenandoah County Office of Community Development**

600 N. Main St., Suite 107

Woodstock, VA 22664

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<http://shenandoahcountyva.us/zoning/>

Version: January 2021

# SPECIAL USE PERMITTING PROCESS

starts with...

**AN IDEA**

Call 540-459-6185 to talk to a Shenandoah County Planning And Zoning staff for consultation on the idea of a potential use.

**Submit a Zoning Use Worksheet for a Zoning Determination from the Zoning Administrator**

**Discussions With  
VDOT and VDH**

**Technical Review  
Team Meeting**

TRT Meetings serve as pre-application meetings where you can speak to all agencies such as VDOT, VDH, Fire Marshall, and others before an application is submitted to determine feasibility. All are welcome to have a TRT, but the Zoning Administrator or a designee will determine if a TRT meeting is required. If not required, an applicant must reach out to VDOT and VDH on their own prior to application submittal. One may request a TRT at any time before an application is submitted.

**Submit Special Use Permit Application**

Applications are due 8 weeks prior to a joint public hearing with the Planning Commission. An application must be considered complete before it is eligible for a joint public hearing. Staff will share all comments from agencies with the applicant at least two weeks prior to the public hearing. An AD in the local newspaper will run two weeks and one week prior to the public hearing. Letters will be sent to adjoining landowners two weeks prior to the public hearing. It is advised that applicants speak with neighbors prior to letters being sent.

**Joint Public Hearing**

The Planning Commission and Board of Supervisors hold a joint meeting to hear the applicant's proposal, reducing the time required for the review process. The Planning Commission will hear a presentation from staff and entertain a presentation from the applicant as well as comments, letters, and other responses from the general public.

**Board Of Supervisors Final Decision**

While the Board of Supervisors tend to make final decisions their last meeting the month of the public hearing, the Board may table a Special Use Permit up to one year, or 365 days.

Applicants who are denied may reapply after one year, or 365 days, since denial.

**Meet Agency Requirements**

Applicants must adhere to agency comments prior to the start of operations.

**Congratulations! You Can Start Business**

# LARGE SCALE SOLAR 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 Chapter 165 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 540-459-6185 to set an appointment to meet.

Completed and signed application form.
Zoning Determination issued by Zoning Administrator.
Completed Technical Review Team Meeting.
Preliminary Site Plan.
A completed pollinator plan, as defined in 165-4.
Results from a view-shed impact study, as defined in 165-4.
A decommissioning statement, further detailed in 165-173(E).
Additional documentation on potential impact from the proposed facility, further detailed in 165-173(B).
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.
If applicant is acting as the agent to represent the owner, a completed Power of Attorney form.
Completed review by all required agencies.
Application fee (noted on next page).

## **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 special use permit is approved. A description of site plan requirements is included in this packet, with additional requirements for Large Scale Solar Facilities.

### **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 prior to the joint public hearing.

### **Large Scale Solar SUP Application Fee:**

Make checks payable to "Shenandoah County Treasurer".

Large Scale Solar	\$5,000.00
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SHENANDOAH COUNTY  
OFFICE OF COMMUNITY DEVELOPMENT  
600 N. MAIN ST., SUITE 107  
WOODSTOCK, VA 22664  
540-459-6185



## SPECIAL USE PERMIT APPLICATION

**PROJECT NAME:** \_\_\_\_\_

### Applicant / Owner

**Applicant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

If Applicant Is Not The Owner, Please Provide The Following:

**Owner Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Property

**Project Size:** \_\_\_\_\_  acre  sqft  **Parcel Address / Location:** \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

### Project

Use **Applied For:** \_\_\_\_\_ **Current Use:** \_\_\_\_\_

Please Describe The Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Changes To Existing Buildings:** \_\_\_\_\_

\_\_\_\_\_

**Proposed New Buildings/Structures:** \_\_\_\_\_

\_\_\_\_\_

**Proposed Temporary Structures:** \_\_\_\_\_

\_\_\_\_\_

Has A Previous Application Been Made For This Use?  Y /  N  Date: \_\_\_\_\_

Do You Plan To Reach Out To Your Neighbors?  Y /  N  If Yes, When? \_\_\_\_\_

## Project Details

Parking Spots: \_\_\_\_\_  Paved  Gravel  Other: \_\_\_\_\_ Rated Capacity: \_\_\_\_\_

Lighting: \_\_\_\_\_ Signage: \_\_\_\_\_

Expected Noise Level In DBa From Property Line: \_\_\_\_\_

Amount Of Land Disturbance: \_\_\_\_\_ MWh: Daily: \_\_\_\_\_ Annual: \_\_\_\_\_

Days And Times To Run The Pile Driver During Construction: \_\_\_\_\_

Solid Waste Or Hazardous Waste Generated: \_\_\_\_\_

If Yes Above, Plans For Disposal: \_\_\_\_\_

Emergency And Normal Shutdown Procedures: \_\_\_\_\_

**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 special 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.**

**Applicant** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

SUP#: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

AD Dates: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Planning Commission Recommendations: \_\_\_\_\_

Board Recommendations: \_\_\_\_\_

BOS Action Date: \_\_\_\_\_ Clerk Of The Board: \_\_\_\_\_

# COMMUNITY COLLABORATION FORM (OPTIONAL)

In accordance with VA § 15.2-2204, Shenandoah County is required to notify all adjoining landowners, post a sign on the property, and publish a notice in the local newspaper two weeks and one week prior to the hearing. While we cannot require applicants to work with their neighbors, we highly recommend doing so prior to official County letters and notices being issued. The form below demonstrates a template for collaborating with community members and applicants are not restricted to this format in any shape or form:

What are past concerns in the community relevant to the proposed use? \_\_\_\_\_

Considerations on how the proposed use will take into account such concerns: \_\_\_\_\_

Please meet with adjoining landowners either all-together or individually to fill out these questions with words and/or phrases based on the shared values heard from community members:

Characteristics of a good community:

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Characteristics of a bad community:

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Best case scenario if proposal approved:

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Worst case scenario if proposal approved:

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**To be completed after discussions with community:** # of adjoining landowners spoken to: \_\_\_\_ / \_\_\_\_

Need in community for proposed use: \_\_\_\_\_

How proposed use will not be a detrimental impact on adjacent lots: \_\_\_\_\_

On my honor, this information has come from the all of the community and not just myself:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PRELIMINARY SITE PLAN REQUIREMENTS

(Based on Shenandoah County Code §165.97)

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.
- Q. Property lines and setback lines with all above ground facilities being considered a structure (excluding any perimeter security fencing).
- R. Existing and proposed buildings and structures, including preliminary location(s) of the proposed solar equipment
- S. Existing and proposed access roads, drives, turnout locations, and parking; however, this requirement shall not exceed VDOT requirements.
- T. Noise levels at the property line of the project boundary in dBA's.
- U. Location of knox boxes on the site.
- V. Location of substations, electrical cabling from the solar systems to the substations, ancillary equipment, buildings, and structures (including those within any applicable setbacks).
- W. Fencing and other methods of ensuring public safety around high voltage machinery such as warning signage.
- X. The location of pollinators to be planted in accordance with the applicant's Pollinator Plan.
- Y. The location of buffering or screening to address impacts on the Viewshed based on the Viewshed Impact Study.

Additionally required items that may be demonstrated on a site plan:

- Z. Biologically significant area.
- AA. Lighting plan showing impacts on adjacent properties.

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

# POLLINATOR PLAN TEMPLATE

County of Shenandoah, Virginia  
 Web Site: <http://www.shenandoahcountyva.us/community>  
 Office of Community Development

Re: County Ordinance Section 165-173(C)

		<b>PANEL ZONE</b>	<b>SCREENING ZONE</b>	<b>OPEN AREA</b>
	<b>PERCENT OF AREA USING VIRGINIA POLLINATOR SMART SEED MIX</b>			
	<b>NUMBER OF SPECIES OF NATIVE PLANTS FROM POLLINATOR SMART</b>			
	<b>SEASONS FOR PERENNIAL OR ANNUAL SPECIES</b>			

Visit this site for additional information on the State Pollinator Program: [www.dcr.virginia.gov/natural-heritage/pollinator-smart](http://www.dcr.virginia.gov/natural-heritage/pollinator-smart)

- Do you plan to have an Approved Vegetation Management Plan?  Y/N
- Do you plan to have signs identifying the pollinator habitat?  Y/N
- Do you plan on having a bench and an educational display?  Y/N
- Do you plan on partnering with a college, university, school, or research institute?  Y/N
- Do you plan on creating bee/bird nesting habitat features?  Y/N

How often do you plan to do:

Vegetation monitoring: \_\_\_\_\_

Invasive species mapping and control: \_\_\_\_\_

Additional information on proposed Pollinator Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# VIEWSHED IMPACT STUDY TEMPLATE

County of Shenandoah, Virginia

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

Office of Community Development

Re: County Ordinance Section 165-173(D)

This is a template that may be used, but a more intensive study may be done, and additional pages may be attached to this template form. In your plan to address the impact you may include aspects, but are not limited to, increased setbacks, vegetative buffers (shrubs or trees), walls, and limiting the project to specific materials or non-glare/glint producing panels.

Maximum glare/glint impact scoring:

1. Normal Brightness

2. Potential Of Flash Blindness

3. Potential For Permanent Eye Damage

Maximum glare/glint impact on public Right-Of-Way viewsheds: \_\_\_\_\_

Maximum glare/glint impact on public trail viewsheds: \_\_\_\_\_

Maximum glare/glint impact on public river viewsheds: \_\_\_\_\_

Direction the panels will face and which public viewsheds the panel will face: \_\_\_\_\_

Months when potential glare/glint on the viewshed may occur: \_\_\_\_\_

Hours when potential glare/glint on the viewshed may occur: \_\_\_\_\_

Plan to address potential glare/glint to nearby motorists: \_\_\_\_\_

Plan to address potential glare/glint to recreational amenities on the North Fork of the Shenandoah River and/or hiking trails:



# ADDITIONAL DOCUMENTATION REQUIREMENTS

(Based on Shenandoah County Code §165-173-B)

All Special Use Permits for Large Scale Solar Facilities shall provide documentation demonstrating the following:

- I. Any and all potential impact on wildlife, especially endangered or threatened species, on the site and in any biologically significant area surrounding the site;

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- II. Lighting plan showing impacts on adjacent properties;

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- III. Potential hazards to adjacent properties, public roadways, communities, and aviation, etc., and responses to such hazards;

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- IV. Compliance with the Comprehensive Plan

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Please attach any reports and/or additional documentation to this application.

# DISCLOSURE OF OWNERSHIP/INTEREST TEMPLATE

County of Shenandoah, Virginia

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

Office of Community Development

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 Special Use Permit are as follows:

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 \_\_\_\_\_ [have / do not have] interest in the aforesaid property, either 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,

Signature: \_\_\_\_\_

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: \_\_\_\_\_



# SPECIAL LIMITED POWER OF ATTORNEY

County of Shenandoah, Virginia

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

Office of Community Development

Mailing Address: 600 N. Main St., Suite 107, Woodstock, VA 22664

Phone: (540) 459-6185 Fax: (540) 459-6193

## Know All Individuals 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 Shenandoah, 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 (With Voluntary Agreements)
- Preliminary Subdivision
- Final Subdivision
- Special Use Permit (With Voluntary Agreements)
- Administrative Modification
- Administrative Site Plans

My attorney-in-fact shall have the authority to offer voluntary agreements and to make amendments to previously approved voluntary agreements 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 \_\_\_\_\_

Notary Public:

My Commission Expires:

# APPLICATION PROCESS EVALUATION

We would like to learn how we might improve this process. Please complete this form and submit it to the Department of Planning And Zoning or email it to the staff member you are working with. You can submit it to us separately from the application if you wish. You may also submit it anonymously.

1. Which type of application did you complete?

- Rezoning (With Voluntary Agreements)
- Preliminary Subdivision
- Final Subdivision
- Special Use Permit (With Voluntary Agreements)
- Administrative Modification
- Administrative Site Plans

2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

- Learning The SUP Process
- Preliminary Site Plan
- Achieving A Zoning Determination
- Finding A Copy Of The Property Deed
- Technical Review Team Meeting
- Obtaining A Receipt Showing Taxes Paid In Full
- Community Collaboration Form
- Completing The Disclosure Form
- Power Of Attorney Form
- Other: \_\_\_\_\_

3. Did you have a discussion with a staff member before submitting the application?  Yes / No

4. Were you able to receive the assistance or information that you needed from the staff?  Yes / No

5. What portion of this process took the longest for you?

- Learning The SUP Process
- Preliminary Site Plan
- Achieving A Zoning Determination
- Finding A Copy Of The Property Deed
- Technical Review Team Meeting
- Obtaining A Receipt Showing Taxes Paid In Full
- Community Collaboration Form
- Completing The Disclosure Form
- Power Of Attorney Form
- Other: \_\_\_\_\_

6. What do you think could have been done differently to make this process quicker?

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7. Do you have any suggestions about what we could do to make this process work better?

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