



SPECIAL EVENT CENTERS 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/>

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. 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.
- _____ Permission to use Private Access Easement/ right-of way if applicable (See Supplementary Regulations sheet 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

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”.

Special Use Permits \$500.00 (non-refundable)

Definition of Special Event Center per §165-4:

A facility or site which, more than twice per calendar year, is utilized for events in exchange for compensation, such events to include meetings, conferences, banquets, dinners, weddings, parties, and other similar events. County-owned facilities shall be deemed not to be Special Event Centers.



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Office of Community Development
600 N. Main St., Suite 107
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540-459-6185

**Special Event Center 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 (please be as specific as possible)

Use Applied for _____

Describe the proposed type of events to be held _____

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:** _____

Expected # of event attendees _____ Approximate frequency of events _____

Proposed months of operation _____

Proposed hours of operation _____

Will food be prepared on site, catered, or both? _____

Type of sanitary facilities to be used _____

Will tents be used? _____ Will permanent structures be used? _____

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 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.

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 _____		

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: _____



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 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:

- | | | |
|--|--|--|
| <input type="checkbox"/> Rezoning (including proffers) | <input type="checkbox"/> Preliminary Subdivision | <input type="checkbox"/> Final Subdivision |
| <input type="checkbox"/> Special Use Permits | <input type="checkbox"/> Administrative Modification | <input type="checkbox"/> 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____.

Notary Public

My commission expires: _____

**SITE PLAN REQUIREMENTS FOR
SPECIAL EVENT CENTERS**
(Based on Shenandoah County Code §165.32.2)

- (1) The locations where special events will be held and the setback of such locations from the front, rear, and side lot lines.
- (2) The locations of access to and from the special events from public roads.
- (3) The locations of all parking areas and the number of available parking spaces, whether paved or unpaved
- (4) The locations and square footage for all structures to be used for special events.
- (5) The locations of all sewage or septic facilities.

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

**SUPPLEMENTARY
REGULATIONS FOR SPECIAL
EVENT CENTERS**

(Based on Shenandoah County Code §165.32.2)

All Special Event Centers, where allowed, shall comply with the following requirements in addition to any other requirements applicable by Special Use Permit:

- A. No special event shall be conducted for a period longer in duration than three consecutive days.
- B. A site plan shall be submitted with the Special Use Permit application. The site plan shall identify the following:
 - (1) The locations where special events will be held and the setback of such locations from the front, rear, and side lot lines.
 - (2) The locations of access to and from the special events from public roads;
 - (3) The locations of all parking areas and the number of available parking spaces, whether paved or unpaved;
 - (4) The locations and square footage for all structures to be used for special events;
 - (5) The locations of all sewage or septic facilities.
- C. Special Event Centers that share a private easement with another property owner/s must show the easement allows a use of this type or written permission must be obtained by the sharing parties.
- D. Unless otherwise specified by Special Use Permit, Special Event Centers with indoor events spaces shall provide a minimum of one parking space, as defined in § 165-86, for each 200 square feet of floor area in rooms used by event participants for assembly. Special Event Centers with outdoor event spaces shall provide for a sufficient number of parking spaces to accommodate the number of guests. Parking spaces shall not be designed or located so as to require or encourage cars to back up into or otherwise obstruct a public street. Such parking spaces shall further comply with the requirements in § 165-86(D)-(F).
- E. Special Event Centers shall comply with the requirements of Chapter 91, Festivals, in the event that such requirements are applicable to any event.