



SPECIAL USE PERMIT APPLICATION SPECIAL EVENT CENTER

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/>

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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

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.

SPECIAL USE PERMIT CHECKLIST

Completed and signed application form.
Zoning Determination issued by Zoning Administrator.
Completed Technical Review Team Meeting.
If applicant is acting as the agent to represent the owner, a completed Power of Attorney form.
Preliminary site plan.
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 (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 preliminary 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. A final site plan must be submitted within a year of the approval of the preliminary site plan.

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.

SUP Application Fee:

Make checks payable to "Shenandoah County Treasurer".

Fee	\$500.00
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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.

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 Property 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/Structures: _____

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

Expected Number Of Attendees: _____ Expected Frequency Of Events: _____

Food: Catered Prepared On Site # Of Facilities Used: Tents: _____ Permanent Structures: _____

Months Of Operation: _____

Hours Of Operation: _____

Parking Spots: _____ Paved / Gravel / Other: _____ Number Of Restrooms: _____
(This Requires VDH Approval)

Expected Noise Level: _____

Lighting: _____ Signage: _____

Amount Of Land Disturbance: _____

Current Water And Sewer Facilities: _____

Proposed Water And Sewer Facilities: _____

Space For Emergency Vehicles To Turn Around: Y / N Fire Safety Equipment: _____
(Fire Extinguisher, Fire Alarm, Sprinkler, Etc.)

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.

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:

Characteristics of a bad community:

Best case scenario if proposal approved:

Worst case scenario if proposal approved:

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: _____



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:

PRELIMINARY SITE PLAN

(Based on Shenandoah County Code §165.97)

Preliminary 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.

Additional Preliminary Site Plan Requirements For Special Event Centers:

- A. The locations where special events will be held and the setback of such locations from the front, rear, and side lot lines.
- B. The locations of access to and from the special events from public roads.
- C. The locations of all parking areas and the number of available parking spaces, whether paved or unpaved.
- D. The locations and square footage for all structures to be used for special events.
- E. 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:
 - The locations where special events will be held and the setback of such locations from the front, rear, and side lot lines.
 - The locations of access to and from the special events from public roads;
 - The locations of all parking areas and the number of available parking spaces, whether paved or unpaved;
 - The locations and square footage for all structures to be used for special events;
 - 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.

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: _____

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?

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