



Special Use Permit Application - Form 0300
 Department of Planning and Community Development
 P.O. Box 217, Independence, VA 24348
 Voice 276-773-200 Fax-276-773-3673

COMPLETE ALL INFORMATION
INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

The Planning Commission will study the Special Use Permit or Comprehensive Plan (15.2-2232) review requests to determine the need and justification for the change in terms of public health, safety, and general welfare. Please answer the following as thoroughly as possible. Use additional space if necessary.

It is the Applicant's responsibility to ensure that the project is feasible. A consultation with the Planning Director is encouraged to ensure the application is complete.

1. The Applicant is the: Owner Agent for Owner

Applicant: Last Name, First		
Mailing Address:		
Phone Number:		
Email Address:		
Property Owner: (If Different from Above)		
Mailing Address:		
Phone Number:		
Email Address:		
Tax Map Number:		Parcel Size in Acreage:

2. Describe how the subject property(ies) is currently being used.

3. Describe the proposed project (uses to be changed, added, or expanded as part of the project, including the number of employees and hours of operation)

4. List and describe each proposed structure to be constructed or enlarged as part of this project. Each description must include the use of each structure, heights (ft. or stories), and sizes (sq. ft.) based on outside dimensions.

5. List and describe the impact(s) of the request on the property itself, the adjoining properties, and the surrounding area, as well as the impacts on public services and facilities, including noise, water/sewer, roads, schools, churches, business, parks/recreation and fire, and rescue.

6. Is the project use consistent with the Comprehensive Plan? Specifically, reference comprehensive plan goals.

7. Will the project require a permit from other licensing agencies (e.g. Department of Environmental Quality, VA Department of Energy, VA Department of Social Service, Virginia Department of Motor Vehicles). Yes No If yes, please explain.
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8. **SITE PLAN**

The level of needed detail may vary depending on the nature, size, and complexity of the proposed project. The Planning Director may grant exemptions or require additional information depending on the nature of the project. The following items shall be addressed:

- Title of the Project
- Lot size in acres, showing right of ways, easements, road access, entrances
- Zoning District
- List of all adjoining properties with names of owners, tax map numbers, and those directly across any public right-of-way, including those in adjacent jurisdictions
- Utilities
- Parking areas
- Vegetative Buffers
- Natural water courses and 100-year flood plain limits, if applicable
- Fences
- Proposed and Existing structure locations
- Show linear distance from proposed and existing structures to property lines and roadways

An aerial site plan is preferred and is available at the Grayson County GIS at <https://www.webgis.net/va/grayson/>.

For Commercial and Industrial projects, a stamped (engineered) site plan is required to address the requirements above and other items deemed necessary by the Planning Director. Examples of requests may be typography of the project area with contours intervals of two feet or less, approximate location and sizes of sanitary and storm sewers, water mains, culverts, and underground structures, existing or planned, in or near the project, traffic analysis or traffic impact study.

The Director may waive requirements for items determined unnecessary to review the project or proposal, based on the proposal application submission.

APPLICATION PROCESS

The Special Use Permit application will be reviewed by the Grayson County Planning Commission at their regular monthly meeting. If recommended for approval, the application will proceed to a review by the Grayson County Board of Supervisors. The application may take 2 - 3 months for approval. The State Code of Virginia, 1950 requires that a Public Hearing be held for both the Planning Commission and the Board of Supervisors to review a Special Use Permit. A Public Hearing notice will be issued in the paper announcing the Public Hearing and all adjoining landowners will be notified by certified mail. In order to process the request a complete application, required to rezone fee, and a current site plan or survey representing the property must be submitted to the Zoning Department at least 3 weeks prior to the Planning Commission meeting date.

Applicants are encouraged to research the potential of the site for the ability to meet all local, state and federal regulations prior to applying for a Special Use Permit. This should include a review of the project by Virginia Department of Transportation for the ability to meet commercial entrance requirements, Virginia Department of Health and/or provider of well and septic services, discussion with the Grayson County Building Official, review of Erosion and Sediment Control Plan where grading is involved and conversations with adjacent landowners about any affect on their property.

Any changes to the application once it is received must be submitted at least 7 days prior to the meeting of the Planning Commission. The Applicant or a representative must be present at the meeting at which the application for rezone is considered. If the decision of the Planning Commission or Board of Supervisors is to be appealed, the Applicant should submit an appeal of the decision per State Code of Virginia, 1950, as amended.

APPLICATION FEES

Must accompany the application and are as follows:

- **Special Use Permit Fee \$55.00 + certified letter fee**

The application fee will be assessed based on (cost of certified letters) x (number of the properties) required to be sent to adjoining landowners as required by the Code of Virginia for Public Hearing notice requirements.

APPLICANT AND OWNER CERTIFICATION OF SIGNATURE

I certify that the information listed on this application is true and correct to the best of my belief and knowledge. By signing this application, I agree to permit duly authorized representative(s) of any regulatory or advisory agency to enter upon the subject property at reasonable times to inspect and photograph site conditions, both in reviewing a proposal to issue a permit(s) and after permit issuance to determine compliance with the permit

If the Applicant and Owner are different individuals, both must sign. If Applicant is the same, please sign as Owner.

Applicant Signature _____ **Date:** _____

Owner Signature _____ **Date:** _____

STAFF NOTES:

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Property ownership and zone review _____ Application, and site plan submitted on _____ Fee: _____ Paid on: _____ Building Official Consulted: _____ VDOT Consulted: _____ Public Hearing notice for PC sent: _____ PC Recommendation: _____ Date: _____	Floodplain Review: _____ Public Hearing notice for BOS sent: _____ BOS recommendation: _____ Date: _____ Disqualified use review: _____ Conditions for approval: _____ Zoning Administrator: _____ Letter sent to applicant: _____ Permit Number: _____