

Application for Special Use Permit



IMPORTANT: Your application will be considered **INCOMPLETE** until all of the required attachments listed on page 2 have been submitted and the application signature is verified (see Page 3). Also, please see the list on page 4 for the appropriate fee(s) related to your application.

PROJECT NAME: (how should we refer to this application?) _____

PROPOSAL/REQUEST: _____

ZONING ORDINANCE SECTION(S): _____

EXISTING COMP PLAN LAND USE/DENSITY: _____

LOCATION/ADDRESS OF PROPERTY FOR SPECIAL USE PERMIT:

TAX MAP PARCEL(S): _____

ZONING DISTRICT: _____

OF ACRES TO BE COVERED BY SPECIAL USE PERMIT (if a portion, it must be delineated on a plat): _____

Is this an amendment to an existing Special Use Permit? If Yes provide that SP Number. SP-_____

YES NO

Are you submitting a preliminary site plan with this application?

YES NO

Contact Person (Who should we call/write concerning this project?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Owner of Record _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Applicant (Who is the Contact person representing?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Does the owner of this property own (or have any ownership interest in) any abutting property? If yes, please list those tax map and parcel numbers:

FOR OFFICE USE ONLY SP # _____ SIGN # _____

Fee Amount \$ _____ Date Paid _____ By who? _____ Receipt # _____ Ck# _____ By: _____

ZONING ORDINANCE SECTION _____

Concurrent review of Site Development Plan? YES _____ NO _____

REQUIRED ATTACHMENTS & OTHER INFORMATION TO BE PROVIDED for THE APPLICATION TO BE OFFICIALLY SUBMITTED & DEEMED COMPLETE

- Application Signature Page**
- One (1) completed & signed copy of the [Checklist for a Special Use Permit](#).**
- One (1) copy of the Pre-application Comment Form received from county staff**
- One (1) copy of any special studies or documentation as specified in the Pre-application Comment Form.**
- Seventeen (17) folded copies** of a Conceptual Plan.
- Seventeen (17) copies** of a written narrative

The narrative must be laid out to identify each of the bulleted **TITLES** as follows:

- **PROJECT PROPOSAL**

The project proposal, including

- its public need or benefit;
- how the special use will not be a substantial detriment to adjacent lots,
- how the character of the zoning district will not be changed by the proposed special use, and
- how the special use will be in harmony with the following:
 - the purpose and intent of the Zoning Ordinance,
 - the uses permitted by right in the zoning district,
 - the regulations provided in Section 5 of the Zoning Ordinance as applicable, and
 - the public health, safety and general welfare.

(be as descriptive as possible, including details such as but not limited to the number of persons involved in the use, operating hours, and any unique features of the use)

- **CONSISTENCY WITH COMPREHENSIVE PLAN**

The proposed project's consistency with the comprehensive plan, including the land use plan and the master plan for the applicable development area;

- **IMPACTS ON PUBLIC FACILITIES & PUBLIC INFRASTRUCTURE**

The proposed project's impacts on public facilities and public infrastructure.

- **IMPACTS ON ENVIRONMENTAL FEATURES**

The proposed project's impacts on environmental features.

- One (1) copy of the most recent recorded plat**, that shows the Deed Book/Page Number, of the parcel(s) composing the proposed project, or a boundary survey if a portion of one or more parcels compose the proposed project, both of which shall include a metes and bounds description of the boundaries.

- Taxes, charges, fees, liens owed to the County of Albemarle**

As the owner/agent I certify that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, which are owed to the County of Albemarle and have been properly assessed against the subject property, **have been paid.**

PLEASE CONSULT THE LIST OF ITEMS WHICH WILL BE REVIEWED BY STAFF
[LINKED HERE](#)

APPLICATION SIGNATURE PAGE

VERIFICATION OF THE SIGNATURE ON THIS PAGE MUST HAPPEN BEFORE THE APPLICATION MAY BE DEEMED COMPLETE

If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, an LLC, a corporation, a partnership or association, or a trust, then a document acceptable to the County must be submitted with this application certifying that the person signing below has the authority to do so.

If the applicant is a contract purchaser, a document acceptable to the County must be submitted containing the owner's written consent to the application and must include any applicable documents authorizing that person to provide consent. If the applicant is the agent of the owner, a document acceptable to the County must be submitted that is evidence of the existence and scope of the agency. Please attach the owner's written consent.

One (1) copy of the applicable ownership information.

CHECK AS APPLICABLE	OWNERSHIP OF THE PROPERTY IS A	DOCUMENT TO BE PROVIDED FOR THIS APPLICATION
<input type="checkbox"/>	Limited liability company ("LLC")	The articles of organization and when the power is delegated to someone other than a manager or a member, also the operating agreement.
<input type="checkbox"/>	Stock & Nonstock corporation	
	(1) for a board of directors	(1) <ul style="list-style-type: none"> a. Stock - the articles of incorporation or a shareholders agreement may limit the board's statutory authority. b. Nonstock - the articles of incorporation and the by-laws, the latter of which may include a member or director agreement, may limit the board's statutory authority
	(2) for a person expressly authorized by the board of directors	(2) written evidence of that authorization such as a board resolution or board minutes
	(3) for a committee	(3) an action of the board of directors authorizing the committee to act; the articles of incorporation or the by-laws may limit the statutory authority
	(4) for a corporate officer	(4) the by-laws or the delegating resolution of the board of directors.
<input type="checkbox"/>	Partnership	The statement of partnership authority, which may limit the authority of one or more partners.
<input type="checkbox"/>	Limited partnership	The partnership agreement, or amendments thereto, which may limit the authority of one or more general partners.
<input type="checkbox"/>	Incorporated & Unincorporated church and other religious body	(1) for trustees, an authorizing court order (2) for the corporation holding title, the appropriate corporate documents (3) for a bishop, minister or ecclesiastical officer, the laws, rules or ecclesiastical polity of the entity that authorizes the person to hold, improve, mortgage, sell and convey the property.
<input type="checkbox"/>	Land trust	The deed of conveyance to the trustees and the trust instrument
See Attachment A in the Land Use Law Handbook for a complete list of Authorized Signatories for Land Use Applications		

Owner/Applicant Must Read and Sign

I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge. By signing this application I am consenting to written comments, letters and or notifications regarding this application being provided to me or my designated contact via fax and or email. This consent does not preclude such written communication from also being sent via first class mail.

Signature of Owner/Agent or Contract Purchaser

Date

Print Name

Daytime phone number of Signatory

Required FEES to be paid once the application is deemed complete:

An email will be sent to the application contact once the submittal is deemed complete.

What type of Special Use Permit are you applying for?

<input type="checkbox"/> New Special Use Permit	\$2,150
Additional fees for Special Use Permits:	
<input type="checkbox"/> Additional lots under section 10.5.2.1	\$1,075
<input type="checkbox"/> Public utilities	\$1,075
<input type="checkbox"/> Day care center	\$1,075
<input type="checkbox"/> Home Occupation Class B	\$1,075
<input type="checkbox"/> To amend existing special use permit	\$1,075
<input type="checkbox"/> To extend existing special use permit	\$1,075
<input type="checkbox"/> Farmer's markets without an existing commercial entrance approved by the VDOT or without existing and adequate parking	\$527
<input type="checkbox"/> Farmer's markets with an existing commercial entrance approved by the VDOT and with existing and adequate parking	\$118
<input type="checkbox"/> Signs under section 4.15.5 and 4.15.5A (filed for review by the Board of Zoning Appeals under the Variance Schedule)	\$538
<input type="checkbox"/> ALL SPECIAL USE PERMITS - FIRE RESCUE REVIEW FEE	\$50

To be paid after staff review for public notice:

Most applications for a Special Use Permit require at least one public hearing by the Planning Commission and one public hearing by the Board of Supervisors. Virginia State Code requires that notice for public hearings be made by publishing a legal advertisement in the newspaper and by mailing letters to adjacent property owners. Therefore, at least two fees for public notice are required before a Special Use Permit may be heard by the Board of Supervisors. Applications reviewed by the Board of Zoning Appeals, however, only require one public hearing and therefore require just one fee for public notice.

The total fee for public notice will be provided to the applicant after the final cost is determined and must be paid before the application is heard by a public body. Staff estimates the total cost of legal advertisement and adjacent owner notification to be between \$400 and \$450 per hearing. This estimate reflects the average cost of public notice fees for Special Use Permit applications, but the cost of certain applications may be higher.

➤ Preparing and mailing or delivering up to fifty (50) notices	\$215
➤ Preparing and mailing or delivering each notice after fifty (50)	\$1.08 for each additional notice + actual cost of first-class postage
➤ Legal advertisement (published twice in the newspaper for each public hearing)	Actual cost (averages between \$150 and \$250)
➤ Special Exception – provide written justification with application - \$457	

Other FEES that may apply:

➤ Deferral of scheduled public hearing at applicant's request	\$194
Resubmittal fees for original Special Use Permit fee of \$2,150	
➤ First resubmission	FREE
➤ Each additional resubmission (TO BE PAID WHEN THE RESUBMISSION IS MADE TO INTAKE STAFF)	\$1,075
Resubmittal fees for original Special Use Permit fee of \$1,075	
➤ First resubmission	FREE
➤ Each additional resubmission (TO BE PAID WHEN THE RESUBMISSION IS MADE TO INTAKE STAFF)	\$538

The full list of fees can be found in [Section 35 of the Albemarle County Zoning Ordinance](#).