

FOR OFFICE USE ONLY		SP # _____	SIGN # _____
Fee Amount \$ _____	Date Paid _____	By who? _____	Receipt # _____ Ck# _____ By: _____
ZONING ORDINANCE SECTION _____			

Application for Special Use Permit

Please See the List at the bottom of page 4 for the Appropriate Fee
(staff will assist you with this item)

PLEASE PROVIDE 16 COPIES OF A CONCEPT PLAN WITH THIS REQUEST

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

PROPOSAL/REQUEST: _____

EXISTING COMP PLAN LAND USE/DENSITY: _____

LOCATION/ADDRESS OF PROPERTY FOR SPECIAL USE PERMIT:

TAX MAP PARCEL(s): _____

ZONING DISTRICT: _____

MAGISTERIAL 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. _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you submitting a preliminary site plan with this application?	<input type="checkbox"/> YES <input type="checkbox"/> 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 _____

County of Albemarle Department of Community Development
401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126

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

History:	
<input type="checkbox"/> Special Use Permits: _____	<input type="checkbox"/> ZMAs & Proffers: _____
<input type="checkbox"/> Variances: _____	Letter of Authorization <input type="checkbox"/> YES <input type="checkbox"/> NO
Concurrent review of Site Development Plan?	

Section 31.2.4.1 of the Albemarle County Zoning Ordinance states that, “The board of supervisors hereby reserves unto itself the right to issue all special use permits permitted hereunder. Special use permits for uses as provided in this ordinance may be issued upon a finding by the board of supervisors that such use will not be of substantial detriment to adjacent property, that the character of the district will not be changed thereby and that such use will be in harmony with the purpose and intent of this ordinance, with the uses permitted by right in the district, with additional regulations provided in section 5.0 of this ordinance, and with the public health, safety and general welfare.”

The items that follow will be reviewed by the staff in their analysis of your request. Please complete this form and provide additional information which will assist the County in its review of you request. If you need assistance filling out these items, staff is available.

How will the proposed special use affect adjacent property?

How will the proposed special use affect the character of the district(s) surrounding the property?

How is the use in harmony with the purpose and intent of the Zoning Ordinance?

How is the use in harmony with the uses permitted by right in the district?

OPTIONAL ATTACHMENTS:

- 3. Additional Information, if any. (16 copies)

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.

Signature of Owner, Contract Purchaser

Date

Print Name

Daytime phone number of Signatory

FEES

- Rural area division for the purpose of "family division" where all original 1980 development rights have been exhausted under "family division" as defined under section 14-106 (15) of the subdivision ordinance = \$220
- Rural area divisions = \$1,240
- Commercial use = \$980
- Industrial use = \$1,020
- Private club/recreational facility = \$1,020
- Mobile home park or subdivision = \$980
- Public utilities = \$1,020
- Grade/fill in the flood plain = \$870
- Minor amendment to valid special use permit or a special use permit to allow minor expansion of a non-conforming use = \$110
- Extending special use permits = \$70
- Home Occupation-Class B = \$440
- For day care centers - six (6) to nine (9) children = \$490
- For day care centers - ten (10) or more children = \$980
- All other uses except signs = \$980
- Signs – Per Chapter 18 Section 4.15.5 Electric message signs, off-site signs, and signs in public rights-of-way - \$120.00 (Heard before the Board of Zoning Appeals - BZA).

PLEASE CONSULT THE LIST OF ITEMS WHICH WILL BE REVIEWED BY STAFF FROM THE COUNTY’S WEBSITE BELOW:

[STAFF ANALYSIS OF ZMA & SP REQUESTS](#)