



COUNTY OF RICHMOND

Land Use Office

101 Court Circle, P. O. Box 1000

Warsaw, Virginia 22572

Phone: (804)333-3415

Fax: (804)333-3408

Website: www.co.richmond.va.us

To: Applicant for Special Exception Permit
From: Land Use Office
Subject: Special Exception Permit Procedures & Application

Purpose and Background

A special exception permit allows the County, through a public hearing process, to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district. A special exceptions permit can provide flexibility within a zoning ordinance.

Special Exception Permits may be approved upon a finding by the Planning Commission and Board of Supervisors that the use will not be detrimental to the character and development of the adjacent land and will be in harmony with the purpose and intent of the zoning ordinance. Applications for special exception permits must be submitted to the Land Use Office.

Another traditional purpose of the conditional use permit is to enable the County to control certain uses which could have detrimental effects on the community. Consideration of a special exception permit is a discretionary act. A special exception permit application is considered at two public hearings and, in approved, is generally subject to a number of pertinent conditions of approval.

Applicants Responsibility

First, the applicant is required to meet with the Planning Director to review their request and, if it is determined that a Special Exception Permit is necessary, the applicant is then required to submit a completed application. All questions must be answered as accurately and completely as possible to ensure that there is no delay in your request. Additionally, any required documents are to be included with the application & submitted to the Planning Director prior to the deadline for the next meeting. Please note that the non-refundable application fee is required when the application is submitted.

If the applicant is not the owner of the property, evidence must be submitted showing that the applicant has approval to request a special exception permit and will have the right to use the property as proposed.

The Completed Application

Please take sufficient time to complete your application packet so that your reasons for seeking the special exception permit is clearly stated. Please provide all required documentations and be as detailed as possible in answering all questions in the most complete manner possible. The more information that is presented initially will lessen the possibility that the request will be held up by the Planning Commission due to lack of information. If a question is not applicable, please indicate by writing *N/A* (Not Applicable).

The Approval Process

The Planning Commission meets on the Monday before the 2nd Thursday of each month. In order for an application to be on the Planning Commission's agenda, it must be filed in the Land Use Office by 5:00 p.m., twenty-one (21) days prior to the meeting date. After an application is filed, the public notice is advertised in the Northern Neck News for two consecutive weeks. At the following meeting, a public hearing on the request will be held, where members of the public may come to address the Commission on the request. After the public hearing, the Planning Commission will make a recommendation on the request and forward it to the Board of Supervisors.

The Board of Supervisors will then set a public hearing on the request. This public hearing will be held on the second (2nd) Thursday of the month following the Planning Commission's public hearing. After the Board of Supervisors holds the public hearing, they will either approve or deny the request. In making their determination on whether or not to grant a permit and in determining conditions to be imposed, the Board of Supervisors will take into consideration the objective and intent of the Zoning Ordinance and may impose reasonable conditions that:

1. Abate or restrict noise, smoke, dust, or other elements that may affect surrounding property.
2. Establish requirements for orderly expansion and to prevent traffic congestion.
3. Provide for adequate parking and ingress and egress to public streets and/or roads.
4. Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.
5. Tend to prevent such uses from changing the character and established pattern of development of the community.

If you have any questions about the application or the procedures, do not hesitate to contact this office at 804-333-3415.

- B. Proposed Use of Property: _____
1. Will development be staged: _____
2. Construction Time: _____
3. Season, days, and hours of operation: _____

C. Will there be a sign: _____

D. Has there been any prior application for a Special Exception Permit/Variance for this property? (If yes, state the date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.)

E. Number of employees full time and/or part-time: _____

F. What type of sewage disposal system will be used: _____

G. Number of persons to be served by the sewage disposal system: _____

H. Number of parking spaces provided: _____

I. Proposed landscape and buffering: _____

J. Environmental Information

1. Will this proposed use adversely impact the community or the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impact(s))?

2. Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?)

3. Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.)

4. List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke, noise, liquid effluent, waste water, dust, other and state what measures will be used to control these emissions: _____

5. Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) _____

6. What will be the impact on traffic? _____

7. Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map is required to show the nearest candle power as measured at ground level. _____

**The following documents and/or information are required
to be submitted with the application:**

An application fee of \$ _____

Make payable to the Treasurer of Richmond County. This fee is non-refundable and is required at the time of submittal.

A Statement of Justification

This printed or typed statement is to be addressed to the Richmond County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on standard 8 ½ x 11 size paper so that we may copy it.

A Site Plan/Survey

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent road, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a sit plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed special exception permit.

Sewage Disposal and Well Site

Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey.

A copy of the deed to the property verifying the current ownership

A copy may be obtained at the Richmond County Courthouse, Circuit Clerk's Office.

A statement verifying the real estate taxes have been paid

This may be obtained from the Treasurer's Office located in the Richmond County Administration Building.

Environmental and Community Impact Statement

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

TO BE COMPLETED BY STAFF:

Tax Map No.: _____

Present Zoning: _____

Section: _____

Election District: _____

Block: _____

Property Area (acres): _____

Lots: _____

Property Frontage (feet): _____

Subdivision: _____

Property Depth (feet): _____

- List any prior variance, proffers and/or conditions currently associated with this property.

- A location map showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties.

Date Authorized for Advertisement: _____

Advertising Deadline: _____

Building Department Review/Comments: _____

Planning/Zoning Department Review/Comments: _____

Date of Public Hearing for the Planning Commission: _____

Date of Public Hearing for the Board of Supervisors: _____

Planning Commission Vote: Approve: _____ Vote: _____ Disapprove: _____ Vote: _____

Board of Supervisors Vote: Approve: _____ Vote: _____ Disapprove: _____ Vote: _____

Conditions: _____

NOTES

Adjacent Property Owners to be completed by the Land Use Office

Name: _____
Address: _____
Tax Map No.: _____

Name: _____
Address: _____
Tax Map No.: _____

Name: _____
Address: _____
Tax Map No.: _____

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