



SPECIAL USE PERMIT APPLICATION

Shenandoah County Planning & Zoning Office

600 North Main Street,
Suite 107
Woodstock, VA 22664

Phone: 540-459-6190
Fax: 540-459-6193

APPLICANTS CHECK LIST - SPECIAL USE PERMIT

Regulations for each Zoning District contain a list of uses that are permitted only by Special Use Permit. An application for Special Use Permit must be submitted to the Zoning Administrator and must be approved by the Board of Supervisors before a Zoning Permit or Building Permit can be issued for a proposed Special Use Permit. Some uses also require site plan approval, please check the attached list to see if your proposal needs site plan approval. Site plan approval can be obtained in conjunction with a Special Use Permit request or at a later date. The following items constitute a complete application for Special Use Permit:

Check/Date

- _____ Completed and signed application (blue sheet).
- _____ Completed comment sheets from the appropriate agencies (green sheets in packet). Only the agencies that are checked need to receive a green sheet. A copy of the application and the site plan must be attached to each agency sheet in order for them to comment on the application. An application may be considered complete before all agency comment sheets have been returned.
- _____ 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 complete disclosure of the equitable ownership of the real estate to be affected, including in the case of corporate ownership, the name of the stockholders, officers, and directors, and in any case, the names and addresses of all the real parties in interest. In addition, a disclosure, sworn to under oath before a notary public or other official before whom oaths may be taken, stating whether or not any members of the Shenandoah County Planning Commission or Board of Supervisors has any interest in such 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 or whether a member of the immediate household of any member of the planning commission or governing body has any such interest. See attached example.
- _____ 20 copies of a site plan showing the proposed use
- _____ Application fee paid in full, make checks payable to Shenandoah County Treasurer
- _____ Deposit of \$50.00 for Public Hearing Sign - Make checks payable to Shenandoah County Treasurer

***The application packet must be completed and submitted prior to the submission deadline listed on the attached sheet. There shall be no reapplication for the substantially same special use permit request on the same parcel within one year of the Board of Supervisors denial of such request.**

Application Fee:

Level 2 Home Business	\$400.00
Other	\$500.00
Telecommunications Towers	\$4,500.00

Application Review and Action

Once the applicant submits the complete application, the Special Use Permit is scheduled for the next joint public hearing of the Planning Commission and Board of Supervisors according to the schedule attached. 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. The applicant is required to appear at this hearing to present the application and to answer any questions. 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. in the Board Room of the Shenandoah County Government Center in Woodstock, Virginia. Again the applicant is responsible for calling the Zoning Administrator to confirm the date, time, and location of the Board meeting.

Agency Comments:

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application. Those required for your application are checked on the attached list. The applicant must provide each reviewing agency with a blank comment form (green sheet), a copy of a site plan, and a copy of the application form (blue sheet). The applicant is also responsible for collecting completed comment forms and returning them to the Office of Planning & Zoning.

Site Plan

The requirements for a site plan are shown on the following page. Please note that the following uses require a Special Use Permit and Site Plan Approval. The Final Site Plan requires submission of a site plan application, which must be approved by the Board of Supervisors:

- (a) Mobile home parks
- (b) Shopping centers
- (c) Multiple-family dwellings (apartments)
- (d) Townhouses
- (e) Schools, churches and other public buildings
- (f) Office(s) and/or industrial parks
- (g) Hotels and motels
- (h) Business and industrial buildings, if the building is to contain more than five thousand (5,000) square feet of floor area
- (i) Hospitals, nursing homes, convalescent homes
- (j) Cluster housing development
- (k) Motor vehicle impoundment lot
- (l) Retail greenhouse and nursery operations
- (m) Telecommunication towers
- (n) Self-service storage facilities
- (o) Corporate training centers
- (p) Country inns
- (q) Rural resorts

(Attachment B)

SITE PLAN REQUIREMENTS

- (a) Drawn to a scale of not more than 1" = 200' on paper at least 12" x 24" and shall show the following:
- (b) Proposed title of the project and the name of the engineer, architect, or landscape architect, and the developer.
- (c) The north point, scale and date.
- (d) Existing zoning and zoning district boundaries on the property and immediately surrounding properties.
- (e) Present use of the property and all abutting properties.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) Proposed zoning changes, if any.
- (j) The general location and character of proposed streets, entrances and exists, driveways, and curb cuts.
- (k) The size, location, and number of proposed parking spaces including loading spaces with type of surface treatment and space marking, and outdoor lighting systems.
- (l) The general location of proposed lots, setback lines, any easements or reserved areas.
- (m) Location of all buildings with respect of each other, lot lines, and major excavations, showing height of all structures (full dimensioning not required).
- (n) General location, height and material of all fences, walls, planting screen, and landscaping.
- (o) General location, character, size and height of all proposed signs.
- (p) Total number of acres in the project with the percentage proposed for each use on the site.
- (q) Total number of dwelling units in the project and number units per acre.
- (r) The Zoning Administrator or Planning Commission may establish additional requirements or may waive a requirement not essential for project review.

OFFICE USE ONLY

Special Use Permit No. _____ Receipt No. _____ Fee Paid _____

Shenandoah County, Virginia

SPECIAL USE PERMIT APPLICATION

Date _____

1. The applicant is the owner _____ other _____ (check one)

2. OWNER

OCCUPANT (If other than owner)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

3. Use Applied For: _____

4. Has a previous application been made for this use: _____

If yes, give date: _____

5. The property is located at: (Please give exact directions) _____

6. Zoning District: _____

7. Size of Property: _____

7. Ownership of this property is evidenced by deed from _____
recorded in deed book number _____ on page no. _____ as found in the Office of the
Clerk of the Circuit Court of the County of Shenandoah.

8. This property is designated as tax map number _____, located in the

_____ Magisterial District and in Election District _____.

9. Describe the proposed use: _____

10. Current use of property _____

11. It is proposed that the following additions/improvements to existing buildings will be constructed:

12. It is proposed that the following new buildings will be constructed: _____

13. ADDITIONAL COMMENTS, IF ANY _____

I (we), the undersigned, do hereby certify that the above information is correct and true. I (we) further understand that in granting approval of this application, the Board of Supervisors may require that I (we) comply with certain conditions and that such approval shall not be considered valid until these conditions are met.

Signature of Owner: _____

Signature of Applicant: _____

Complete Mailing Address: _____

Telephone Number: _____

OFFICE USE ONLY

PLANNING COMMISSION

Dates Public Hearing Was Advertised _____

Date Public Hearing Was Held: _____

Recommendation of Planning Commission: _____

Secretary _____

BOARD OF SUPERVISORS

Dates Public Hearing Was Advertised _____

Date Public Hearing Was Held: _____

Action of Board of Supervisors: _____

Clerk of the Board of Supervisors _____

(Attachment C)

, 2009

Department of Planning & Zoning
Shenandoah County
600 N. Main Street
Woodstock, VA 22664

Re: Section 165-114

Dear Sir or Madam:

In accordance with recently enacted or amended Section 165-114 of the Ordinances of Shenandoah County, Virginia, it is submitted that the equitable owners of the real estate owned by _____ and which is the subject of an application for _____ are as follows:

1.

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 no member of the Shenandoah County Planning Commission or the Shenandoah County Board of Supervisors has any 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 and no member of the immediate household of any member of the Planning Commission or governing body has any such interest.

Thank You for your attention to this matter.

Sincerely,

COMMONWEALTH OF VIRGINIA
COUNTY OF SHENANDOAH, TO-WIT:

The above signed _____, a person known to me, after first being duly sworn by me affirmed and averred that the foregoing statements in this letter of _____, 2008 are true and accurate statements of the matters addressed.

Sworn before me _____ a Notary Public for the Commonwealth of Virginia this ___ day of _____, 2009.

Notary Public

My Commission Expires:

PLANNING AND ZONING

Phone (540) 459-6190



Fax (540) 459-6193

**SHENANDOAH COUNTY GOVERNMENT CENTER
600 NORTH MAIN STREET - SUITE 107
WOODSTOCK, VIRGINIA 22664-1855**

On March 14, 2006, the Shenandoah County Board of Supervisors approved the establishment of a policy that requires the posting of signs on any property involved in an application for a Rezoning and/or Special Use Permit.

- At least 15 days prior to the public hearing for a Rezoning and/or Special Use Permit, the applicant for said request shall post a sign on the parcel(s) involved, indicating the nature of the request and the body reviewing the request.
- A \$50.00 deposit will be required at the time sign(s) are released from the Planning & Zoning Office to the applicant.
- The sign(s) shall be posted in a location that is clearly visible from the public road. The Planning & Zoning Office will determine the location of the sign as necessary.
- All signs posted under this policy shall be removed by the applicant within 5 days after the public hearing for which it was posted.
- Signs shall be returned to the Shenandoah County Planning & Zoning Office, at which time, said deposit will be returned to the applicant.

**Application Submission Deadline - 2009
for Rezonings, Special Use Permits, Site Plans and Subdivision Plats**

Submission Deadline**	Joint Hearing before Planning Commission & Bd. of Supervisors	Board of Supervisors Meeting
January 12	February 5	February 24
February 9	March 5	March 24
March 9	April 2	April 28
April 13	May 7	May 26
May 11	June 4	June 23
	No meeting in July, 2009	
July 13	August 6	August 25
August 10	September 3	September 22
September 7	October 1	October 27
October 13	November 5	November 24
November 9	December 3	December 8
	No meeting in January, 2010	

AGENCY REVIEW LIST

Agencies requiring comment will be identified by the Zoning Administrator during preliminary review conference:

- _____ Erosion & Sediment Control
600 N. Main Street, Suite 107
Woodstock, VA 22664
Attn: Jason A. Smith

- _____ Shenandoah County Department of Building Inspections
600 N. Main Street, Suite 107
Woodstock, VA 22664
Attn: Geary Showman

- _____ Virginia Department of Transportation
14031 Old Valley Pike
Edinburg, VA 22824
Attn: Lloyd A. Ingram

- _____ Shenandoah County Health Department
600 N. Main Street, Suite 106
P.O. Box 269
Woodstock, VA 22664

- _____ Shenandoah County Fire Prevention Officer
600 N. Main Street, Suite 109
Woodstock, VA 22664
Attn: David Ferguson

- _____ Sky Bryce Association
P.O. Box 20
Basye, VA 22810
Attn: Bonnie Henry

- _____ Stoney Creek Sanitary District
236 South Main Street
Woodstock, VA 22664-1452
Attn: Rodney McClain, Director

- _____ Toms Brook-Maurertown Sanitary District
236 South Main Street
Woodstock, VA 22664-1452
Attn: Rodney McClain

_____ Town of Edinburg
P.O. Box 85
Edinburg, VA 22824
Attn: Dan Harshman, Mayor

_____ Town of Mt. Jackson
P.O. Box 487
Mt. Jackson, VA 22842
Attn: Charlie Moore, Town Manager

_____ Town of New Market
P.O. Box 58
New Market, VA 22844
Attn: Chris Boies, Town Manager

_____ Town of Strasburg
P.O. Box 351
Strasburg, VA 22657
Attn: Kevin Fauber

_____ Town of Toms Brook
3356 S. Main Street
Toms Brook, VA 22660
Phil Fauber, Mayor

_____ Town of Woodstock
135 North Main Street
Woodstock, VA 22664
Attn: Larry Bradford, Town Manager

_____ Shenandoah County Schools
600 N. Main Street, Suite 200
Woodstock, VA 22664
Attn: Dr. Keith Rowland

_____ Shenandoah County Economic Development Committee
600 N. Main Street, Suite 101
Woodstock, VA 22664
Attn: Susie Hill

_____ Other:

MUST HAVE 1 COPY FOR EACH AGENCY*

ATTACHMENT D

**SHENANDOAH COUNTY
OFFICE OF PLANNING AND ZONING
600 NORTH MAIN STREET, SUITE 107
WOODSTOCK, VIRGINIA 22664**

Comments For:

_____ **Special Use Permits** _____ **Site Plan**

_____ **Subdivision** _____ **Rezoning**

THIS PAGE TO BE COMPLETED BY APPLICANT:

Agency Name & Address:

Applicant's Name, Address and Phone Number:

Name of Development and Description of the Request:

Location:

Tax Map #: _____

