

COUNTY OF GOOCHLAND
Goochland, Virginia



APPLICATION

FOR

CONDITIONAL USE PERMIT

APPLICATIONS APPLIED FOR
IN THE PLANNING AND ZONING DEPARTMENT

_____ **VARIANCE** (VAR _____)

_____ **REZONING** (RZ _____)

_____ **CONDITIONAL USE PERMIT** (CU _____)

_____ Pre-application meeting and questionnaire with **planning staff** before filing the application. Date of meeting _____.

_____ Community/neighborhood meeting. Date of meeting _____

_____ Application complete

_____ Application signed and notarized

_____ Disclosure affidavit completed

_____ Fees submitted

_____ Site plan submitted with all the requirements of the application.

_____ Building Inspection – for change of use – building permit required.

_____ Plan of development will be required for new or change of use

Signature of Applicant

Date

FOR OFFICE USE ONLY

_____ **PRE-APPLICATION MEETING** _____

_____ **COMMUNITY/NEIGHBORHOOD MEETING**

_____ **DEVELOPMENT REVIEW COMMITTEE**

_____ **APPLICATION RECEIVED IN PLANNING OFFICE**

_____ **COMPLETE APPLICATION RECEIVED**

_____ **PLANNING COMMISSION PUBLIC HEARING**

_____ **BOARD OF SUPERVISORS PUBLIC HEARING**

Zoning Map Aerial Map Comp. Plan Map Vicinity Map

PROCEDURE FOR ANY CHANGE OF ZONING DISTRICT CLASSIFICATION OR PROFFERED CONDITIONS

1. Pre-application.

- A. The applicant shall complete a pre-application by providing all of the information on the pre-application checklist with sufficient detail to allow evaluation by the department of community development. There are no fees associated with the pre-application.
- B. The pe-application is a publicly available document; staff also advises the board of supervisors and planning commission of pre-applications.
- C. A pre-application meeting must be held with staff.

2. Community meeting.

- A. The applicant must hold a community meeting at a time and place suitable for staff and expected attendees. Applicant must obtain approval of a date and location from staff prior to scheduling the meeting.
- B. Applicant must provide written notice at least two weeks prior to the meeting to adjacent property owners, the planning commission, and the board of supervisors. Notices must include the date, time, and location of the meeting and provide a detailed explanation of the pre-application.
- C. At the meeting, applicant must present the pre-application in detail, including conceptual plans. The meeting must allow for participation by and communication from attendees.
- D. Applicant must submit to staff a list of all meeting attendees and a meeting summary, including all topics discussed and any issues or concerns raised by attendees.
- E. Staff posts property with zoning notice sign.

3. Application. Following completion of the pre-application process, including the community meeting, the applicant may file its application. **Application filing deadline is 5:00 p.m. of the first Wednesday of the month. If application is deemed complete, the application will be scheduled for the Planning Commission meeting the first Thursday (typically) of the following month.** To be considered complete, an application must include all requested information, all items on the pre-application checklist, a completed and executed real property disclosure affidavit, and the required fees pursuant to the fee schedule.

If requested rezoning is only for a portion of a property, a surveyed plat is required.

4. Advertisement. Every application is advertised once a week for two (2) successive weeks for each public hearing. Said notice appears in a newspaper having general circulation in the County. In addition, prior to its scheduled hearing, the Commission notifies all owners of the property being rezoned and the owners of property adjacent to the property for which a change of zoning is being requested. The Secretary may give such additional notice to concerned persons or organizations as he/she may in his/her discretion, deem advisable.

5. Planning Commission Agenda. Cases are heard in the order in which they appear on the agenda, except a case may be advanced for hearing by order of the Commission upon good cause shown. The Commission reports to the Board of Supervisors no later than seventy (70) days after the first meeting of the Commission after the proposed application could be heard. Planning Commission recommendation is advisory.
6. Board of Supervisors Agenda. After a Planning Commission action, cases are generally scheduled for the next Board of Supervisors meeting which is typically scheduled for the first Tuesday of the following month.

The Director of Community Development has discretion on which cases can be scheduled for the next BOS agenda based on the following criteria:

- A. Precedence will be given to cases with limited public comment based on community meetings and the Planning Commission public hearing.
- B. The number and complexity of applications scheduled.
- C. The anticipated ability to complete public hearings prior to 11:00 pm
- D. Multiple applications with significant public comment may or may not be scheduled on the same agenda depending on the quantity of other agenda items.
- E. Applications will be scheduled based on submittal time and date with earlier submittals be given priority; however, the Community Development Director reserves the right to make adjustments as needed.
- F. Economic Development projects will be given precedence in scheduling.
- G. Consideration will be given to time sensitive applications if applicant can provide necessary documentation.

Cases that are determined by the Director of Community Development that meet the above criteria and are not scheduled for the next BOS meeting may be heard at a Special Called Meeting of the Board that same month or at the following month's Board of Supervisors meeting.

CONDITIONAL USE PERMIT APPLICATION

COUNTY OF GOOCHLAND, VIRGINIA

Planning and Zoning Office

P.O. Box 103

Goochland, VA 23063

Phone: (804) 556-5863

Web: www.goochlandva.us FAX: (804) 556-5654

<i>Office Use Only</i>		
Application File Date:	Fee paid: \$	Application No.: CU-
Planning Commission Public Hearing: _____ Board of Supervisors Public Hearing: _____	Receipt No.:	Pre-Application:

Name of Applicant: _____		Name of Representative: _____	
Address _____		Address _____	
Phone No. _____		Phone No. _____	
Location: _____		District: _____	
Disclosure of Real Parties in Interest. Provide completed disclosure form(s).		Subdivision: _____	
Property Owner		Are there any deed restrictions? Yes _____ No _____	
Tax Map # _____		If yes attached a copy of deed.	
GPIN # _____		Account # _____	
Deed Book	Plat Book	Zone	Acreage

Property in Land Use: Yes / No - If your property is in the County's land use taxation program, please be advised that any proposed change in the use of the land could make the property ineligible for further participation in the land use taxation program.

REQUEST

Applicant request a conditional use permit to locate the following USE on the above described property: _____ Section _____. (Describe here what is intended to be done on or with the property. If a building is involved, a sketch or plan with photographic or other suitable description should accompany this application.)

IMPROVEMENTS PROPOSED:

Describe briefly the improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used or additions made to existing building(s).

NECESSITY OF USE:

Describe the reason for the requested change.

PROTECTION TO ABUTTING PROPERTY:

Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

ENHANCEMENT OF COUNTY:

Why does the applicant believe that this requested change will be advantageous to the County? (Please substantiate with facts.)

DESCRIBE THE PROPOSED USE, AND OTHER PERTINENT DATA:

1. **Type of operation(s):** _____
 2. **Hours of operation:** _____
 3. **Proposed Name of development or business:** _____
 4. **Estimated number of patrons/clients/patients/pupils/etc.:** _____
 5. **Proposed number of employees/attendants/teachers/etc.** _____
 6. **Estimate of traffic impact of the proposed use, including the maximum expected trip generation and the distribution of such trips by mode and time of day.**

 7. **Description of building façade and architecture of proposed new building or additions.**

 8. **The square footage of the building:** _____ **Parking:** _____
 9. **Total disturbed area:** _____
 10. **A listing, if known, of all hazardous or toxic substances, to be generated, utilized, stored, treated, and/or disposed of onsite and size and contents of any existing or proposed storage tanks or containers:** _____

 11. **Building Design: Provide 1 copies of floor plans and elevations for the front, sides, and rear of any on-site structures proposed.**
-

**Requirements and Instruction for Filing
Application for Conditional Use Permit**

The following must be filled out completely and submitted by the applicant:

1. The Application Form must be filled out completely with full answers to every statement and question. The application may be signed by an agent or attorney or by the lessee, owners before a Notary Public in the space provided on Page 9.

2. **Furnish a Conceptual Plan showing boundaries and dimensions of property, width of abutting right-of-way, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and should be filed with application.**

3. The Application Fee required by Section 15.1-431 Code of Virginia (1950, as amended) is **\$750.00**. **This fee must be paid at the time of filing the application.** This fee only partially covers the extra cost to the County of investigating and processing the application through its various stages. Makes check payable to County of Goochland.

REMARKS:

STATE OF VIRGINIA
COUNTY OF GOOCHLAND) To wit

I _____, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will produce a copy of a contract to purchase the property or I will present written certification from the owner granting me the right to submit this application. I further declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application and that the foregoing statements and answers provided herein are in all respects true and correct to the best of my knowledge and belief.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Goochland County officials and other authorized government agents on official business to enter the property as necessary to process this application. I hereby agree to have a sign placed on my property, notifying the public of my application.

Signature of Applicant Date

Phone No. _____

Mailing Address of Applicant

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires

Notary Public



Signature of Property Owner Date

Phone No. _____

Mailing Address of Property Owner

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires

Notary Public

**GOOCHLAND COUNTY
FEES FOR DEVELOPMENT REVIEWS**

REZONING

Agricultural** (A-1, A-2, F-C)	\$ 450.00 per application
Residential** (R-1, R-2 and R-3) (R-R, R-MHS and R-MPH) (R-O, RPUD and MPUD) Creation of one lot only	\$1,500.00 per application, Plus 50.00 per acre for each acre \$ 450.00
Commercial* (B-1 and B-2)	\$1,500.00 per application, Plus 50.00 per acre for each acre
Industrial** (M-1 and M-2)	\$1,500.00 per application, Plus 50.00 per acre for each acre
Revising or Amending Proffers	\$1,125.00 per application
Comprehensive Plan Amendment	\$1,500.00 per application

CONDITIONAL USE PERMITS

\$ 750.00

VARIANCES/APPEALS

\$ 450.00

CERTIFICATE OF APPROVAL (COA)

Minor site improvements (signs, Fences, outbuildings, walls, etc.)	\$ 50.00
Major site improvements	
Expanding the footprint of existing building	\$250.00
New construction	\$500.00
COA Appeal	\$500.00

SUBDIVISION REVIEWS

Major Subdivisions

1. Tentative Plat	\$750.00 plus \$25.00 per lot
2. Final Plat	\$600.00 plus \$20.00 per lot
3. Right-of-way Vacation	\$300.00
4. Vacation of Plat	\$225.00

Minor Subdivisions

1. Plats Officer Review	\$ 600.00 plus \$25.00 per lot
2. Vacation of lot line	\$75.00
3. Family Subdivision	\$75.00

****A \$250.00 FEE WILL BE IMPOSED ON ANY APPLICANT WHO REQUESTS A DEFERRAL OF A PUBLIC HEARING FOR A REZONING/CONDITIONAL USE PERMIT CASE ONCE THE CASE HAS BEEN ADVERTISED. IF REQUESTING A DEFERRAL, AN APPLICATION FOR DEFERRAL REQUEST NEEDS TO BE COMPLETED.**