

Goochland County Virginia



CONDITIONAL USE PERMIT (CUP) APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT
CUP APPLICATION CHECKLIST

_____ **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 by applicant.
Property Owner authority (by Application signature or Limited Power of Attorney)
- _____ Disclosure affidavit completed if applicable.
- _____ 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 CONDITIONAL USE PERMIT

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 pre-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.

3. Staff posts property with zoning notice sign(s). Sign(s) is/are placed on the property prior to community meeting and must remain on property until action is taken or application is withdrawn.

4. 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 typically be scheduled for the Planning Commission meeting the first Thursday 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, if applicable, and the required fees pursuant to the fee schedule (see page 10 of this application).

5. Public Hearing Notice. Every application is advertised in the local newspaper once a week for two successive weeks before the Planning Commission meeting, as well as the Board of Supervisors meeting, to provide notice to the public of the time and date of the public hearings, during which community members are allowed to attend and comment publicly on the application.

6. Adjacent Property Owner Notice. In addition to the public hearing notice in the local newspaper, county staff mails written notice of the application to all owners of property adjacent to the property for which a conditional use permit is being requested. Staff may give such additional notice to concerned persons or organizations as they deem advisable.
7. Planning Commission Meeting. Applications are heard in the order in which they appear on the agenda, except an application may be advanced for hearing by order of the Commission upon good cause shown. The Commission reports its recommendation for approval or denial of the application to the Board of Supervisors no later than 70 days after the date that the Commission first hears the application. The Planning Commission's recommendation is advisory to the Board of Supervisors.
8. Board of Supervisors Meeting. After the Planning Commission provides its recommendation, applications move to the Board of Supervisors for final approval or denial. Applications are generally scheduled for the next regularly scheduled Board of Supervisors meeting, which is typically the first Tuesday of the month following the Planning Commission meeting. The Board has 12 months to approve or deny applications, though action is typically taken after the first scheduled public hearing. If an application is denied by the Board of Supervisors, a substantially similar application cannot be filed with the Community Development department for a period of 12 months.

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

- A. Precedence will be given to applications 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 p.m.
- 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. Consideration will be given to time sensitive applications if applicant can provide necessary documentation.

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

**APPLICATION FOR CONDITIONAL USE PERMIT
UNDER THE GOOCHLAND COUNTY
ZONING ORDINANCE**

Planning and Zoning Office
P.O. Box 103
Goochland, VA 23063

Phone: (804) 556-5863

Web: www.goochlandva.us

FAX: (804) 556-5654

Office Use Only

Application File Date:	Fee paid: \$	Application No.: CU-
Planning Commission: _____ Board of Supervisors: _____	Receipt No.:	Pre-Application:

Name of Applicant(s):

Address:

Phone #: _____

E-Mail:

Names of all Property Owner(s):

**Submit a Disclosure of Real Parties in Interest Form
if any applicant or owner is an entity**

Property Address or Location:

Tax Map #s

GPIN #s

Name of Representative:

Address:

Phone #: _____

E-Mail:

Phone # _____

E-Mail: _____

Number of By-Right Cut _____

Property Account #: _____

Voting District: _____

Public Road Access: _____

Deed Book Reference: _____

Plat Book Reference: _____

Zoning District: _____

Property Acreage: _____ **If portion of Property:** _____ **acres** **Attach Plat:** _____

Are there any deed restrictions? Yes_ / No_ If yes, attach copy of deed restrictions.

Has a soil study been done for this property? Yes_ / No_ If yes, please attach copy of soil survey.

Are there any historical sites or structures on the property? Yes_ / No_ If yes, provide details.

Property in Land Use: Yes ____ No ____ If the property is in the land use taxation program, please be advised that any proposed change in the use of the land could make the property ineligible to continue in that program and subject property owners to payment of the resulting roll back taxes.

1. The applicant requests a conditional use permit to locate the following USE _____ on the property described above, per Zoning Ordinance Section _____.

2. Describe briefly the proposed use of the property.

3. Describe briefly the improvements proposed. State whether new buildings or structures will be constructed, existing buildings or structures will be used, or additions made to existing buildings or structures. Give dimensions of the buildings or structures that are to be constructed and the dimensions of any existing buildings on the property. (**Conceptual plan required**)

4. Describe the reason for the requested change.

5. Describe the impacts of the proposed use on adjacent property and the surrounding neighborhood.

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

PLEASE PROVIDE THE FOLLOWING INFORMATION:

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 copy of floor plans and elevations for the front, sides, and rear of any on-site structures proposed.**
12. **Date of community meetings held with adjoining property owners?** _____. **Attach sign-in sheet and minutes of meeting.**

Requirements and Instructions for Filing Conditional Use Application

The following shall be filled out completely and submitted by the Applicant:

- 1. The Application Form must be filed out completely with full answers to every statement and question and certified by the Applicant. If the Applicant is not the Property Owner, then the Property Owner either needs to sign or provide a Special Limited Power of Attorney.**
- 2. Furnish a Conceptual Plan showing boundaries and dimensions of property, width of abutting and internal rights-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. Development Review Application Fees required per Goochland County Code Fee Schedule are attached to this application. The applicable fee must be paid at the time of filing the Application. This fee partially covers the County's cost to investigate and process the Application through its various stages. Make checks payable to "Goochland County".**
- 4. If you have questions on how to find information required on this application, contact the Planning Office by phone or e-mail.**

CERTIFICATION AND AUTHORITY

Applicant Certification

I hereby certify that I am authorized to act on behalf of the Applicant in completing, submitting, and certifying the information in this application. I hereby certify that I have familiarized myself with the laws, ordinances, and procedures pertaining to the completion of this application and that the information provided are in all respects true and correct to the best of my knowledge and belief.

Applicant/Representative Signature

Date

Printed Name

Applicant/Representative Signature

Date

Printed Name

If the Applicant is the also the Property Owner, then the Applicant also signs below.

Property Owner Permission. All Property Owners Must Sign*

As owner of the property that is the subject of this application, I hereby agree to the filing of this Application. I authorize Goochland County personnel and representatives to enter the property as necessary to process this application and agree to have sign(s) placed on the property to notify the public of the application.

Property Owner Name

Property Owner Signature

Date

Property Owner Name

Property Owner Signature

Date

Property Owner Name

Property Owner Signature

Date

Property Owner Name

Property Owner Signature

Date

*If the Property Owner has completed a Special Limited Power of Attorney, then the person named therein may sign here on behalf of the Property Owner.

**GOOCHLAND COUNTY
DEVELOPMENT REVIEW FEES**

REZONING

Agricultural** (A-1, A-2, A-3)	\$ 450.00 per application
Residential** (R-R, R-P, R-1, R-3, R-N) (R-O, RPUD, R-MH, MPUD)	\$ 1,500.00 per application, Plus 50.00 per acre
Creation of one lot only	\$ 450.00
Commercial** (B-N, B-1, B-3)	\$ 1,500.00 per application, Plus 50.00 per acre
Industrial** (M-1, M-2)	\$ 1,500.00 per application, Plus 50.00 per 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 CASE ONCE IT HAS BEEN ADVERTISED. IF REQUESTING A DEFERRAL, AN APPLICATION FOR DEFERRAL REQUEST MUST BE COMPLETED.**