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### What is the process for a conditional use permit?

- 1) A pre-application questionnaire is completed and meeting(s) with the applicant and the Planning Office may be held before filing the pre-application.
  - 2) Planning staff reviews pre-application and checklist and schedules a development review meeting.
  - 3) Staff will set a meeting with the applicant to go over any questions or concerns from the development review meeting and review the items required on the checklist.
  - 4) Community/Neighborhood meeting is held by the applicant and minutes of that meeting submitted to the Planning Office with the formal application.
  - 5) Applicant submits formal application and required materials from checklist by the deadline date (**1<sup>st</sup> Wednesday of every month**), and required fees.
  - 6) Once the Planning Office deems the application complete, the application will be placed on the Planning Commission agenda for recommendation to the Board of Supervisors.
  - 7) The County sends letters announcing the request and the time & location of the public hearing to adjacent property owners and the local newspaper.
  - 8) The Planning Commission will hold a public hearing on the first Thursday of each month and make a recommendation to the Board of Supervisors.
  - 9) The Board of Supervisors will hold another public hearing and will make the final decision on the application. The Board meets the first Tuesday of every month.
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### How long does the conditional use permit process take?

The entire process takes approximately 90-120 days without any delays.

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Applications are located on our website: [www.goochlandva.us](http://www.goochlandva.us)

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**This pamphlet is intended as a lay summary for the convenience of the public. The procedure, fees and standards described in this pamphlet are governed by Virginia statutes and County Ordinances.**

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Planning Department	804/556-5863
Public Utilities	804/556-5835
Building Official	804/556-5815
Health Department	804/556-5843
Civil & Land Development	804/556-5849

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#### For More Information contact:

Goochland County  
Planning and Zoning  
1800 Sandy Hook Road  
P. O. Box 103  
Goochland, VA 23063  
Phone (804) 556-5860  
Fax (804) 556-5654

Jamie Sherry, Director of Planning  
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## Conditional Use Permit



**Land  
Development  
Brochure**

**October 1, 2025**

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## **Conditional Use Permit**

### **What are the types of permitted uses in a zoning district?**

The uses permitted in a zoning district are classified in two ways: Permitted uses and conditional uses. Permitted uses, which are specified in the Zoning Ordinance, do not require special permission. Often called “by-right” uses, they simply require a building permit and in some case a site plan. Conditional uses are also specified in the Zoning Ordinance but require an application and approval of the County Board of Supervisors. A Conditional Use Permit allows for certain land uses in a given zoning district that generally requires a more in depth study than uses permitted “by-right”.

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### **What are the requirements for a Conditional Use Permit?**

Conditional Use Permits are generally subject to certain conditions to insure that the use is appropriate to the area. In order to receive a conditional use permit the applicant must:

- 1) Demonstrate that the proposed use will be in conformity with the statement of intent of the specific district in which it will be located and the Comprehensive Plan.
- 2) Show that the proposed use will not have an adverse impact on the surrounding neighborhood.
- 3) Fulfill additional requirements for certain special uses specified in the Zoning Ordinance. Please consult with the

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Planning and Zoning Department to determine whether additional requirements apply.

### **Where do I apply?**

Goochland County Planning Office  
Goochland County Administration Building  
1800 Sandy Hook Road  
Goochland, Virginia 23063

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### **What must be submitted in order to apply for a Conditional Use Permit?**

- A completed Pre-Application Meeting Questionnaire which is available in Planning Department or online.
- A completed Pre-Application checklist (with all required items)
- A completed “Application for Conditional Use Permit”, which is available in the Planning Department or online.
- Filing Fees

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### **What is the fee to apply for a Conditional Use Permit?**

The cost of the application is \$750.00.

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### **What must be provided in the application?**

The application should provide information and data to:

- Demonstrate that the proposed use, when complimented with additional measures, will be in harmony with the purpose of the district in which it will be placed.
- Demonstrate that there will be no adverse impact on the surrounding neighborhood in terms of public health, safety and general welfare, and show measures to be taken to achieve such goals.
- Show the nature and extent of existing and proposed uses to achieve such goals.
- Show that the proposal meets the specific and general standards required in the County Zoning Ordinance.

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### **What happens at the Planning Commission and Board of Supervisors Meetings?**

- Staff introduce the application.
- The public hearing is opened.
- The applicant and/or a representative present the request to the Planning Commission/Board.
- Other persons present who are interested in the proposal will have an opportunity to speak.
- The public hearing is closed.
- The Commission/Board discusses the case. The Commission makes a recommendation to the Board of Supervisors; the Board determines whether or not to grant the conditional use permit.