

ORANGE COUNTY
DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT BUILDING
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



OFFICE: (540) 672-4347
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orangecountyva.gov

SPECIAL USE APPLICATION (SUP) INFORMATION PACKET

A special use permit is a use permitted in zoning districts that is otherwise not permitted by-right which is granted by the Board of Supervisors after consideration by the Planning Commission and Board during the public hearing process regarding the appropriateness of the proposed use in terms of compatibility with adjacent uses; its impact on surrounding properties; and whether it is furthering the goals and policies of the Comprehensive Plan. Conditions may be placed on the application by the Board of Supervisors.

If you wish to request a special use permit for your property, you must file an application for a special use permit with the Orange County Department of Planning and Zoning. This information packet provides you with the information you need to prepare and submit an application to request a special use permit. Members of the County Planning and Zoning staff are available to help you should you have any questions about the information provided here. Please contact us at (540) 672-4347 if you have questions.

If you wish to modify conditions that were imposed on your property as the result of the issuance of a special use permit, please contact the Orange County Department of Planning and Zoning at (540) 672-4347 for more information.

What is the deadline for submitting an application to the County?

Applications are due in that month to the Department of Planning and Zoning by the first Friday of the month to be considered.

What steps do I have to go through to have my application submitted and reviewed?

The steps of the special use permit application submission and review process are as follows:

Application Process:

1. Meet with Planning and Zoning staff to discuss development proposal and obtain an application packet (this is known as the "pre-application" meeting);
2. Contact Virginia Department of Transportation (540) 829-7395 to determine whether a traffic impact analysis (TIA) is needed for your project;
3. Prepare the SUP application for submission to the County, including the development using the "Application Information Checklist" as your guide;
4. Submit 20 copies of the completed application to the Planning and Zoning office, and pay the required fee as shown on the attached fee schedule.

Application Review

Once your application has been submitted, the Department of Planning and Zoning staff will review it for completeness and will write a letter to request additional information (if there are items missing) or to confirm that the application is complete;

1. If your application is complete, your application will be forwarded to the Application Review Committee (ARC) for their review (see page two for more information). You will be notified in writing of the ARC meeting date, which is typically the third Tuesday of the month;
2. You will then meet with the Application Review Committee to discuss your application. They will ask questions about the proposal and identify any potential impacts to the services they provide and what you can do to offset that impact;
3. If any revisions are needed to your application as a result of comments made at the Application Review Committee meeting, you must revise your application packet accordingly and provide to the Department of Planning and Zoning 20 copies of your complete revised application packet, for distribution to the Planning Commission and Board of Supervisors;

If no revisions are needed as a result of comments made at the ARC meeting, you must provide to the Department of Planning and Zoning 20 additional copies of your original application submission, bound and tabbed as noted above, for distribution to the Planning Commission and Board of Supervisors;

4. Staff will review in detail the application packet to write a staff analysis for presentation to the Planning Commission and Board of Supervisors. Conditions for a special use permit may be discussed at this stage.
5. Staff will also notify all adjoining property owners via USPS and advertise the request for public hearing (by the Planning Commission and Board of Supervisors) at the expense of the applicant (see attached fee schedule).

County staff reserves the right to request any additional information they feel is necessary to complete the review of your application.

What is the Application Review Committee (ARC) and what do they do? Applications for rezoning and special use permits are reviewed by an Application Review Committee (ARC) before they are forwarded to the Orange County Planning Commission and Board of Supervisors for public hearing. The purpose of this committee review is to provide affected departments and agencies the opportunity to assess and discuss with you the impact your development proposal may have on the services they provide. This will enable you to modify your application as needed to address their concerns before it is analyzed by staff.

Application Review Committee meetings are held on the third Tuesday after the first Friday of each month (please see meeting scheduled on page 11) from 3:00 p.m. to 4:30 p.m. in the meeting room of the Community Development Building located at 128 West Main Street in the Town of Orange. Your attendance is encouraged at this meeting in order for your application to be reviewed by staff and then forwarded to the Planning Commission.

How long will it take for the County to process my application?

Depending upon the complexity of the development proposal, the completeness of the initial application, the processing of a special use permit application generally takes a minimum of three (3) months, from application submission to Board of Supervisors action.

What information do I need to submit with my application?

On the next page is a list of information that must be provided with your application unless indicated otherwise. In the instance of less complex applications, the Planning Director may waive the submission of certain items. Applications that are found to be incomplete cannot be processed until all information as requested has been provided. Providing all the information as requested when the application is submitted will allow the County to more efficiently process your application and minimize the amount of time it takes to obtain approval of your request following application submittal.

Some of the information to be provided may take weeks or months to prepare in advance of submitting your application to the County, if the impact of the request warrants extensive studies, as determined by the Zoning Administrator. The concept development plan, the traffic impact analysis, the fiscal impact analysis, the archaeological/historical resource study, and the environmental impact analysis are some of the items that are usually prepared by a consultant you hire. Please consider the time it takes to develop these items as you establish your desired target date for application approval.

Planning and Zoning staff will meet with you before you prepare and submit your application. This "pre-application" meeting is not mandatory, but it is encouraged because it helps create a better understanding of the application review process and the information that needs to be submitted with your application. It also gives staff a chance to learn more about your proposal so that they can give you guidance as to how best to proceed through the special use permit process. Please call (540) 672-4347 to arrange a meeting with staff.

Special Use Permit Application Information Checklist
(All information must be provided with your application.)

Concept plan to include:

The concept plan, drawn to scale, on a plat (available at the Clerk of the Court's office) should clearly show all existing conditions and proposed changes to the property that will result from the application, including, but not limited to, the following:

- Location of all existing roads, and easements;
- Location of all utilities;
- Names of owners of all adjoining properties and the zoning classifications;
- Location of existing structures and distance to property lines;
- Setbacks from all property lines;
- Location of proposed and existing structures and/or additions;
- Planned phasing of the development (if any);
- General location of parking areas (adequate to satisfy zoning ordinance parking requirements);
- Location of wetlands, floodplains, streams or other bodies of water on site;
- Any proposed divisions of property;
- Proposed signage;
- Proposed road locations.

Complete written narrative describing the scope of the project to include:

Project Description

- Describe in detail your development proposal and how it is consistent with the County's Comprehensive Plan text and Future Land Use Map;
- Include in this section (as applicable) information such as what kind of development you are proposing, what areas will be used for development or preservation, number of lots to be created, phasing of development, hours of operation, type of business, etc.;
- Conditions.*

Traffic Impact Analysis

- Describe how your project will impact traffic along any roads that will be used for ingress and egress to your property. Estimate the anticipated vehicles you expect as a result of your request;
- It is recommended that you contact the Virginia Department of Transportation after your initial meeting with staff and prior to the ARC meeting, as certain projects may require the submission of a traffic impact analysis that meet Virginia Department of Transportation Chapter 527 Requirements. For more information, contact VDOT at (540) 829-7395.

Project Fiscal Impact Analysis

- Describe the positive and negative financial effects of your project to the County and the residents of the County;
- Larger projects (major residential and commercial/industrial proposals) may require the submission of a formal fiscal impact analysis as prepared by a consultant you hire.

Environmental Impact Analysis

- Describe how your project will affect the property in relation to natural areas, wetlands, streams, drainage areas, natural topography, stormwater management, and floodplains.
- Describe plans for preserving, maintaining and/or removing vegetation;

- Describe plans for the disposal of any chemicals or contaminants (if applicable);
- Larger projects may require the submission of a formal environmental impact analysis as prepared by a consultant you hire.
- Sources of information regarding environmental resources in Orange County may be found at www.dcr.virginia.gov and www.onlinegis.net/vaorange.

Archaeological, Cultural and Historic Resource Impact Analysis

- Briefly describe how your project will affect any archaeological, cultural or historic resources located both on and in proximity to your proposed development. A source of information regarding historic resources may be found at: <http://www.dhr.virginia.gov/registers/RegisterMasterList.pdf>. If you are not sure about the location of the resources, staff will be glad to assist you.
- Larger projects may require the submission of a formal study of these resources, such as a Phase I Archaeological Survey, as prepared by a consultant you hire.

Provisions for Water Service and Wastewater Treatment

- Briefly describe how water and wastewater treatment will be provided for your, proposed development (whether it will be through public water and sewer, or wells and septic tanks).

Impact on the Provision of Public Services

- Describe how your development proposal will impact public services such as schools, fire and rescue, police protection, libraries, parks and recreation, solid waste disposal. Submission of a preliminary approval letter from the public or private water/sewer service is recommended.

* Special Use Permit Conditions require adherence to certain conditions and restrictions that are intended to mitigate the impact of the proposed development. These conditions are generally prepared by staff during application analysis and may be altered by the Planning Commission in the course of their review and forwarded to the Board of Supervisors as part of their recommendation. The Board of Supervisors may expand or reduce conditions of approval as recommended by both the Planning Commission and Staff in their respective recommendations. The applicant may have input on the development of conditions related to the proposed use.

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APPLICATION FOR SPECIAL USE PERMIT

Applicant Name _____ Phone _____

Mailing Address _____

Email Address _____

Application must be made by the Landowner or with his/her permission. If Applicant is not the Landowner, complete the following and attach (1) a letter of permission from the landowner or affidavit to act on his or her behalf; or (2) a copy of the contract to purchase the property, if applicable.

Name of Landowner _____ Phone _____

Mailing Address _____

Location and description of the proposed site:

Tax Map # _____ Acreage _____

Street Address _____ Route _____

Special Use Request _____ Current Zoning _____

Briefly explain in the space below why the proposed special use permit request is an appropriate use that will not negatively impact your adjacent neighbors and the general area, and how the proposed special use permit is consistent with the Comprehensive Plan (attach a separate page of explanation if necessary).

Information to be submitted with this application shall be as noted on the "Application Information Checklist."

Property corners must be marked by applicant at time of application submittal to ensure proper placement of public hearing notification signs.

Print name(s) _____

Sign name(s) _____

Date _____ Phone (where you can be easily reached) _____

Application fee is not refundable.