

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



OFFICE: (540) 672-4347
FAX: (540) 672-0164
orangecountyva.gov

SPECIAL USE PERMIT (SUP) APPLICATION PACKET

Overview

Orange County allows two types of uses within each zoning district: uses permitted “by right” and uses permitted with approval of a special use permit. Uses allowed by special use permit are considered to have greater potential impacts to neighboring properties and to the County in general. Due to this potential for incompatibility, applications for special use permits must go through the public review process. This process is detailed below. The Orange County Board of Supervisors may, and typically does, approve special use permits with conditions in order to mitigate and/or limit impacts.

Application Process:

- 1) The applicant will meet with Staff from the Department of Planning and Zoning to discuss the development proposal and application requirements (this is known as the pre-application meeting). This meeting helps ensure all questions regarding the application requirements are answered, and allows Staff to identify any major issues that may arise during the public review process.
- 2) The applicant will complete and submit the SUP application (along with all supporting materials) to the Planning and Zoning office and pay the required fee.

Public Review Process:

- 1) Planning Staff will review the application for completeness. If items are missing from the application, Staff will notify the applicant in writing within ten (10) business days of submission. The applicant will then have up to ninety (90) calendar days to submit the additional required materials. Depending on the nature and complexity of the proposal, the Zoning Administrator may require submittal materials unique to the proposal. The county will make every attempt to identify these during the pre-application meeting.
- 2) Once the application is deemed to be complete, it will be forwarded to the Application Review Committee (ARC) for their review and comments. The ARC is not a standing review committee per se, but rather a collection of County departments and external agencies whose services or purpose may be impacted by the application proposal. This review and comment period is typically conducted via email, but for more complex or impactful proposals an actual meeting will be held. Planning Staff will notify the applicant if this is the case. These meetings, if needed, are held on the third Tuesday of the month. The ARC review period may take up to forty-five (45) days to conclude.
- 3) Planning Staff will forward the ARC’s comments to the applicant and allow for the applicant to revise or clarify any aspect of the application based on the comments. It is common for ARC comments, if not addressed via the application, to become conditions of approval for the special use permit. Along with ARC comments, the applicant will also be informed as to the number of application packets and site plans that he/she must submit for Planning Commission review. Once the applicant has submitted copies of their finalized application, Planning Staff will conduct their

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review and produce a staff report for the application, as well as recommendations and conditions for denial / approval.

- 4) A public hearing will be held before the Orange County Planning Commission regarding the application. This will be advertised in the local paper; neighboring property owners will also be notified. Planning Staff will present the staff report and recommendations, and the applicant will subsequently be given the opportunity to present their application. Any members of the public will then be allowed to express their comments on the proposal. Following this the Planning Commission will vote to either recommend approval or denial of the application to the Board of Supervisors. Attendance at this public hearing is not required for the applicant, but it is very strongly recommended.
- 5) Planning Staff will present the application, staff report, and Planning Commission recommendation to the Orange County Board of Supervisors for a second and final public hearing. The Board of Supervisors will either deny, approve, or approve conditionally the special use permit. Attendance at this public hearing is not required for the applicant, but it is very strongly recommended.

If Approved:

If the special use permit application is approved by the Board of Supervisors, the applicant may then proceed with obtaining all necessary permits and site plan approvals for the use. The applicant will be billed for all mailing and advertising fees associated with the application, pursuant to the county's adopted fee schedule. Unless otherwise provided for in the conditions of approval, an approved special use permit shall expire/become void if the applicant does not obtain a building permit for the facility or otherwise commence the use within two (2) years of the permit issuance.

If Denied:

If the special use permit is denied by the Board of Supervisors, no further special use permit applications for the property will be accepted by the county within one (1) year from the date of denial. The applicant will be billed for all mailing and advertising fees associated with the application, pursuant to the county's adopted fee schedule. Any person aggrieved by a Board decision to approve, modify, deny, or revoke a special use permit may file an appeal in the Orange County Circuit Court within thirty (30) days of the date of the Board action.

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APPLICATION FOR SPECIAL USE PERMIT (SUP)

Applicant Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Application must be made by the Landowner or with his/her permission. If the Applicant is not the Landowner, please complete and attach: (1) a completed Authorized Agent Affidavit, OR (2) a letter of permission from the landowner.

Landowner Name: _____ Phone: _____

Mailing Address: _____

Property Location: _____

Tax Parcel #(s): _____ Current Zoning: _____

Existing uses/structures: _____

Special use request (attach additional pages as necessary): _____

**** Attach a general concept plan no smaller than 11"x17" and a comprehensive narrative for the proposed use. See the checklist for complete submittal requirements. ****
**** Incomplete applications will not be processed. ****

For minimum setback requirements and other zoning requirements, refer to the Orange County Zoning Ordinance (available online at <http://www.orangecode.us/>) or contact the Department of Planning & Zoning.

Signature of Applicant: _____ Date: _____

Application fee: \$400 (mailing and advertising fees are billed separately)

NOTE: Refunds will not be issued once a SUP application has proceeded to the ARC review period.

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AUTHORIZED AGENT AFFIDAVIT

This _____ day of _____, _____,
(day) (month) (year)

I, _____,
(owner)

owner of _____, give my
(address and/or tax map number)

permission to: _____, to make
(applicant / lessee)

an application to the Orange County Department of Planning & Zoning
for a special use permit:

(signature of owner)

COMMONWEALTH OF VIRGINIA

County / City of _____

Subscribed and sworn to me this _____ day of _____, _____

in my County / City aforesaid, by the aforementioned Owner.

(Notary Public)

Notary
Seal

My commission expires: _____

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**SPECIAL USE PERMIT (SUP)
GENERAL CONCEPT PLAN / PROJECT NARRATIVE
INFORMATION & CHECKLIST**

General concept plan information & checklist

A general concept plan must accompany a special use permit application. A general concept plan may be shown via a current survey of the property, or depicted on the most-current plat/survey available for the property in the Orange County Circuit Court. These plans may be hand-drawn or prepared by a professional. The following elements must be shown on the concept plan unless they are not applicable to the project:

- Existing roads, driveways, utilities, and easements;
- Existing structures and/or uses and their distances to property lines;
- Proposed structures and/or uses and their orientation on the property;
- Proposed utilities;
- Proposed grading;
- General parking and landscaping areas;
- The location of wetlands, floodplains, streams, and other bodies of water;
- Any proposed subdivision of the property;
- Any proposed phasing of development;
- General signage types and locations; and
- Proposed roads and driveways.

Project narrative information & checklist

A written narrative describing the scope of the proposed use must accompany a special use permit application. The written narrative must include, at a minimum, the following:

- A detailed project description and how it aligns with the goals and objectives of the Orange County Comprehensive Plan;
- Anticipated traffic volumes and related traffic impacts;
- A fiscal impact analysis including expected economic benefits and costs to the county;
- Impacts on the provision of public services;
- An environmental impact analysis;
- An analysis of impacts on historic and cultural resources; and
- Anticipated impacts to neighboring properties and how those impacts will be mitigated.

NOTE: In order to adequately and completely review the proposal, the Zoning Administrator may request additional materials based on the nature and complexity of the proposed special use.