

# SPECIAL USE PERMIT APPLICATION CHECKLIST

## BUCKINGHAM COUNTY OFFICE OF ZONING AND PLANNING MINIMUM SUBMISSION REQUIREMENTS

The following table lists the information necessary to review a rezoning application. All items are required, unless otherwise stated, and must be submitted in order for the application to be accepted for review. This completed checklist must be submitted with the application.

**Adjacent Property Owners List and Affidavit** (page 4 attached). This list can be obtained from the Clerk of Courts Office: Yes No N/A

**Completed application for Special Use Permit** (page 5 attached). If not signed by the owner, a Power of Attorney must accompany the application: Yes No N/A

**Interest Disclosure Affidavit** (page 6 attached) Must be signed by the owner:  
Yes No N/A

**Power of Attorney** (page 7 attached). Required if anyone other than the owner is signing the application form or proffer statement on behalf of the owner:  
Yes No N/A

**Written Narrative** (page 8 guidance in preparing the Written Narrative):  
Yes No N/A

**Fees** (page 9 attached): Yes No N/A

**Deed:** Yes No N/A

**Plat** (15 copies) The plat information may be incorporated into the Special Use Permit general Site plan, in which case, copies of a separate plat are not required. The plat must be prepared by a certified land surveyor or licensed civil engineer and contain the following:

- A. Bearings and distances of a scale of 1"=100' or less for all property lines and existing and proposed zoning lines: Yes No N/A
- B. Area of land proposed for consideration, in square feet or acres: Yes No N/A
- C. Scale and north point: Yes No N/A
- D. Names of boundary roads or streets and widths of existing right-of-ways: Yes No N/A

### **Special Use Permit General Site Plan** (15 copies)

The Special Use Permit General Site Plan must contain the following:

- 1. Vicinity Map. Please show scale: Yes No N/A
- 2. Owner and Project Name: Yes No N/A
- 3. Parcel Identification numbers, name, present zoning, and zoning and use of all abutting or adjoining parcels: Yes No N/A
- 4. Property lines of existing and proposed zoning district lines: Yes No N/A
- 5. Area of land proposed for consideration, in square feet or acres: Yes No N/A
- 6. Scale and north point: Yes No N/A

7. Names of boundary roads or streets and widths of existing right-of-ways: Yes No N/A
8. Easements and encumbrances, if present on the property: Yes No N/A
9. Topography indicated by contour lines: Yes No N/A
10. Areas having slopes of 15% to 25%, and areas having slopes of 25% or greater clearly indicated by separate shading devices (or written indication of "no areas having slopes of 15% to 25% or greater"): Yes No N/A
11. Water Courses to include the approximate location of the 100 year floodplain, (if applicable), based on FEMA maps (or written indication of "not in Floodplain"): Yes No N/A
12. Delineation of existing mature tree lines or written indication of "no mature tree lines": Yes No N/A
13. Proposed roads with right-of-way width that will connect with or pass through the subject property: Yes No N/A
14. General locations of major access points to existing streets: Yes No N/A
15. List of the proposed density for each dwelling unit type, and/or intensity of each non-residential use: Yes No N/A
16. Location of any open space and buffer areas, woodland conservation areas, storm water management facilities, and community and public facilities: Yes No N/A
17. Location of existing and proposed utilities, above or underground: Yes No N/A
18. Vehicular and pedestrian circulation plan, including traffic counts and typical street sections, right-of-way improvements, access points, travel ways, parking, loading, stacking, sidewalks, and trails: Yes No N/A
19. Layouts and orientation of buildings and improvements, building use, height, setbacks from property lines and restriction lines: Yes No N/A
20. Location and design of screening and landscaping: Yes No N/A
21. Building architecture: Yes No N/A
22. Site Lighting proposed: Yes No N/A
23. Area of land disturbance in square feet and acres: Yes No N/A
24. Erosion and Sediment Control Plan submitted (10,000 square feet or more): Yes No N/A
25. Historical sites or gravesites on general site plan: Yes No N/A
26. Show impact of development of historical or gravesite areas: Yes No N/A
27. A copy of the current status of all real estate taxes of all property owned in Buckingham County:

If real estate taxes not current, an explanation in writing and signed by the owner shall accompany this application. Any liens or other judgments against property shall also be explained in writing and signed by the owner: Yes No N/A

# APPLICATION FOR A SPECIAL USE PERMIT

CASE NUMBER: \_\_\_\_\_

(Case Number Assigned by Zoning Administrator)

Date of Application: \_\_\_/\_\_\_/\_\_\_

**Special Use Permit Request:** \_\_\_\_\_

Purpose of Special Use Permit Request: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Tax Map Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Route Number: \_\_\_\_\_ (example Route 632) Magisterial District: \_\_\_\_\_

Please give directions from the County Administration Building to the proposed site:

\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Cell Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Fax Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

E-Mail Address: \_\_\_\_\_

If applicant is the same as the owner and all information is the same the, disregard the rest of this page and go to next page

Name of the Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Cell Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Fax Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

E-Mail Address: \_\_\_\_\_

Please indicate to whom correspondence should be sent:

Owner of Property  Contract Purchaser/Lessee  Authorized Agent  Engineer

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

# ADJACENT PROPERTY OWNER'S LIST

(Required)

The applicant shall provide a list of all adjoining landowners, including subject property and all property immediately across the street/road from the subject property. Any body of water does not constitute a boundary line for this purpose, therefore a body of water and the property adjoining the subject property but separated by a body of water is still considered an adjoining landowner. County boundary lines and those adjoining property owners in the next County are considered adjoining property owners if the land adjoins the subject's property. Adjoining landowners can be verified through the Buckingham County Clerk of Courts or the Clerks office in the adjoining County, or by personal contact. The list shall include the name, address, town/city, zip code, road route number, tax map section number, parcel number, lot number and subdivision. The list shall be typewritten or printed legibly. Failure to list all adjoining landowners could delay the process.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Town/City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Road Route Number: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

**ADJACENT PROPERTY OWNERS AFFIDAVIT**

STATE OF VIRGINIA  
COUNTY OF BUCKINGHAM

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ I, \_\_\_\_\_  
(Day) (Month) (Year) (Owner/Contract Purchaser/Authorized Agent)

hereby make oath that the list of adjoining landowners is a true and accurate list as submitted with my application.

\_\_\_\_\_  
Owner/Contract Purchaser/Authorized Agent (Circle one)

COMMONWEALTH OF VIRGINIA

COUNTY of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_ in my County and State aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Cultural Resource Assessment and Record Check for Pending Development Applications

File Name: \_\_\_\_\_

1. Visual Inspection Findings: (Describe what is on the property now)

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2. County records check: (Describe the history of this property)

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3. No known historical sites or gravesites were found on site or would be suspected by a reasonable person to be found on site? Yes \_\_\_ No\_\_\_, If yes, Please explain and show on the Special Use Permit plan the location of such and explain any historical significance.

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Will this proposal have any impact on the gravesites or historical sites? Yes \_\_\_ No \_\_\_

If yes, please explain any impact:

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Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

# APPLICATION FOR A TRAFFIC IMPACT DETERMINATION

Case Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Location:  
\_\_\_\_\_

## FOR VDOT USE ONLY

\_\_\_\_\_ A Traffic impact analysis is required. The consultant preparing the study must meet with the Virginia Department of Transportation to discuss the scope and requirements of the study before beginning the study.

\_\_\_\_\_ A traffic impact analysis is not required. The traffic generated by the proposed zoning/development does not exceed normal thresholds.

\_\_\_\_\_ The traffic impact analysis has been waived by the Zoning/Planning Department for the following reasons: \_\_\_\_\_

Signature of VDOT Resident Engineer

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

# INTEREST DISCLOSURE AFFIDAVIT

STATE OF VIRGINIA  
COUNTY OF BUCKINGHAM

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ I, \_\_\_\_\_  
(Day) (Month) (Year)

Hereby make oath that no member of the Planning Commission or the Board of County Supervisors of Buckingham County, Virginia has an interest in such property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as a holder of ten (10) percent or more of the outstanding shares of stock in or as a director or officer of any corporation owning such land, directly or indirectly, by such member or members of his immediate household, except as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Signature: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

In my County and State aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_/\_\_\_/\_\_\_

# SPECIAL POWER OF A TTORNEY AFFIDAVIT

STATE OF VIRGINIA  
COUNTY OF BUCKINGHAM

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I \_\_\_\_\_  
(Day) (Month) (Year)

the owner of \_\_\_\_\_ (describe land by Section and parcel and lot) make, constitute, and appoint, my true and lawful attorney-in-fact, and in my name, place and stead giving unto said \_\_\_\_\_ full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for said special use permit.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on \_\_\_\_\_, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Zoning/Planning of Buckingham County stating that the terms of this power have been revoked or modified.

Owner: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

in my County and State aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_/\_\_\_/\_\_\_

## WRITTEN NARRATIVE OUTLINE

The Written Narrative describes the relationship of the proposal to the relevant components of the Comprehensive Plan. The following outline is provided to aid you in preparing a written narrative. Please explain how your proposal will fit in with the adjoining landowners and the area in general.

LAND USE – Your Proposals affect

COMMUNITY DESIGN – Is it in line with the neighborhood?

CULTURAL RESOURCES – Any history, gravesites or other cultural impact for the County?

ECONOMIC DEVELOPMENT – Number of jobs, pay scale

ENVIRONMENT – Is this proposal safe to the environment and the information that confirms this

FIRE AND RESCUE – Impact on fire and rescue?

HOUSING – Impact on Housing, how many, where, type of housing

LIBRARIES – Impact?

PARKS – Impact?

OPEN SPACES – any planned

POTABLE WATER – Amount to be used? Impact?

REAL ESTATE TAXES – amount in comparison to cost to County

SCHOOLS – Impact?

SEWER – Impact?

TELECOMMUNICATIONS – Impact?

TRANSPORTATION – Impact?

# TENTATIVE SCHEDULE FOR A SPECIAL USE PERMIT

## PROCEDURE:

The application filled out in its entirety and filed with the Zoning Administrator by the last day of the month will allow adequate time to be placed on the Planning Commissions agenda the next month. Any lack of information not supplied could be reason for a delay of the process.

The Fourth Monday of the month is the regularly scheduled Planning Commission meeting.

The Second Monday of the month is the regularly scheduled meeting of the Board of Supervisors.

## Hypothetical Case:

January 27th - Introduce Case to Planning Commission

At this meeting, the Planning Commission may set a Public Hearing

February 10th - Introduce the Case to the Board of Supervisors

February 24th - Public Hearing - Planning Commission, This is when testimony is heard from one and all seeking to speak on the proposal. At this meeting the Planning Commission may make a recommendation to approve or deny or delay.

March 10th - If the Planning Commission makes a recommendation to approve, the Board of Supervisors will then make the final decision to approve, deny or delay the case.

The Planning Commission and the Board of Supervisors has a right to call extra public hearings if at the discretion of the Boards they decide they are needed.

You or your agent is encouraged to attend these meetings to answer any questions that may arise concerning your application and/or proposal.

The County strongly encourages the applicant to visit the area around his proposed site and understand what the adjoining landowners concerns are.