

SPECIAL USE PERMIT PROCESS **BROCHURE**

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

The uses permitted in a zoning district are classified in two ways: by-right uses and special uses. By-right uses, which are specified in the Zoning Ordinance, do not require special permission. They simply require a building permit and in some cases a site plan. Special Uses are also specified in the Zoning Ordinance but require an application and approval by the Board of Zoning Appeal. A Special Use Permit allows for certain land uses in a given zoning district that generally require a more in depth study than uses permitted “by-right”.

What are the requirements for a Special Use Permit?

Special Use Permits are generally subject to certain conditions to insure that the use is appropriate to the area. In order to receive a special use permit the application 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 area.
- 3) Fulfill additional requirements for certain special uses specified in the Zoning Ordinance. Please consult with the Zoning Office to determine whether additional requirements apply.

What must be submitted in order to apply for a special use permit?

- If recent conveyance or subdivision, a copy of the recorded deed and or plat.
- A letter of application stating in general terms: the request and the reason for that request.
- A site development plan/concept plan, discretion of the Zoning Administrator
If plan is required copies needed for all Board members.
- A vicinity map showing the location of the property in relation to the county.
- A list of all adjacent property owners, their addresses and parcel numbers.
- Other information requested by the Zoning Administrator.

What is the fee to apply for a Special Use Permit?

\$ The cost of the application is \$125, plus the cost of certified postage for each adjacent property owner and the postage for the registered letter to the applicant.

\$ An amendment to an existing special use permit requires a fee of \$125, plus the cost of certified postage for adjacent property owners.

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 area 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 use and development.
- ✦ Show that the proposal meets the specific and general standards required by Article V. Division 3. of the Zoning Ordinance.

What is the process for a special use permit?

- 1) A pre-submission conference between the applicant and the Zoning Office Staff is recommended to discuss the proposal.
- 2) The applicant meets with the Zoning Administrator. The Zoning Administrator explains the process and the applicant sign the application and pays the fee.
- 3) The Zoning staff sends letters announcing the request to adjacent property owners and to the property owner.
- 4) The Zoning staff prepares a press for the County newspaper and a packet for the Planning Commission and Board of Supervisors to review.
- 5) Planning Commission reviews the application and holds a public hearing and makes a recommendation to the Board of Supervisors.
- 6) The Board of Zoning Appeals reviews the application and the Planning Commission's recommendation and holds a public hearing and makes a final decision on the application.

How long does the special use permit process take?

The typical process takes approximately two months from submission of application to the Zoning Staff. Although the Board of Zoning Appeals may defer action or return an application to the Planning Commission to resolve issues.