

MIDDLESEX COUNTY

Department of Planning and Community Development
P.O. Box 428, Saluda, VA 23149
Phone: 804-758-3382 Fax: 804-758-0061

SPECIAL EXCEPTION SUBMISSION REQUIREMENTS

In order to expedite the review of Special Exception applications, please be sure that all of the following items have been included in your Special Exception application. Please return this completed checklist with the application to assure that all items have been addressed. All Special Exception applications must adhere to the regulations found in the Middlesex County Zoning Ordinance.

- Completed special exception application.
- Special exception application fee of \$400.
- A sketch of the site showing the property lines, streets and roads, existing and proposed structures, water bodies, Chesapeake Bay Act features (if applicable) and special exception use requested.
- Any other information that the Zoning Administrator may reasonably determine to be necessary for the proper evaluation of the application.

As outlined in Article 20, Section 20-3-B of the Ordinance, the Board of Supervisors will evaluate all Special Exception applications based on whether the following criteria have been satisfied:

- The proposed use is in fact a special exception use and appears on the Official Schedule of District Regulations, or elsewhere in the ordinance;
- The proposed use will be harmonious with and in accordance with the general objectives of the County's Comprehensive Plan and Zoning Ordinance;
- The proposed use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
- The proposed use will not be hazardous or disturbing to existing or future neighboring uses;
- The proposed use will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that persons or agencies responsible for establishment of the proposed use shall be able to provide adequately any such services;
- The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the County;
- The proposed use will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors;
- The proposed use will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares; and
- The proposed use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

CERTIFICATION:

I hereby certify that the attached plans and this completed application form contain all the required information for a Special Exception application in accordance with the Middlesex County Zoning Ordinance. I understand that the submission of incomplete or inaccurate information may delay the processing of this Special Exception application.

Applicant's Signature

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SPECIAL EXCEPTION APPLICATION

OFFICE USE ONLY

Application #: _____ Application Fee: \$400
Tax Query: Current Delinquent
Planning Commission Hearing Date: _____ Recommendation: Approved Denied
Board of Supervisors Hearing Date: _____ Decision: Approved Denied
Conditions/Comments: _____

Zoning Administrator Signature

Date

APPLICANT INFORMATION

Name: _____
Address: _____ City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

PROPERTY OWNER INFORMATION

Name: _____
Address: _____ City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

PROPERTY INFORMATION

Parcel Number(s): _____ E911/Street Address: _____
Magisterial District: _____ Zoning District: _____
Existing Land Use: _____

SPECIAL EXCEPTION REQUEST

Special Exception Requested: _____

Explain how the proposed use is compatible with adjacent properties: _____

How will the request affect adjacent properties (noise, odor, dust, fumes, etc.)? _____

APPLICANT STATEMENT

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Middlesex County Zoning Ordinance as written and also with the description contained in this application.

Applicant's Signature (if not Property Owner)

Date

Applicant's Signature (if not Property Owner)

Date

PROPERTY OWNER(S) STATEMENT

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, that development and/or construction will conform with the regulations as set forth in the Middlesex County Zoning Ordinance as written and also with the description contained in this application, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for a special exception as set forth in the Middlesex County Zoning Ordinance as written.

Property Owner's Signature

Date

Property Owner's Signature

Date

CONDITIONS

1. This permit application is not valid unless all property owner(s) signatures are affixed and dated.
2. All permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Middlesex County.
3. Any approval of a special exception is issued on the basis of plans and applications approved and authorizes only the use, arrangement and construction set forth in such approved plans and applications. Any deviations from the plans and applications submitted shall render an approved special exception null and void.