

MIDDLESEX COUNTY

Department of Planning and Community Development
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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.

1. Completed special exception application.
 - a. Name, address, and telephone number of the applicant;
 - b. Nature and location of the special exception;
 - c. Present zoning district;
 - d. A narrative statement describing the effects on adjoining properties or uses of such elements as noise, glare, odor, fumes, vibration, and traffic; a discussion of the general compatibility with adjacent uses; and the relationship of the proposed use to the County's Comprehensive Plan; and
 - e. Evidence that the specific special exception criteria set forth in the ordinance for the special exception requested will be satisfied.
2. Special exception application fee of \$450.
3. 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.
4. The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA).
 - a. Delineation of the RPA boundary.
 - b. Delineation of required buffer areas;
 - c. Delineation of RMA wetlands;
 - d. Delineation of RMA boundary;
 - e. Plat or plan note providing that no land disturbance or vegetation removal is allowed in the buffer area without review and approval by the Zoning Administrator.
 - f. Plat or plan note providing that on-site septic systems must be pumped out every five years, or that a certification must be submitted by a sewage handler permitted by the Virginia Department of Health that the septic system has been inspected, is functioning properly, and the tank does not need to have the solids pumped out
 - g. Plat or plan note providing that a 100% reserve drain field is required for on-site sewage treatment systems; and
 - h. Plat or plan note of the permissibility of only water dependent facilities or redevelopment in Resource Protection Areas, including the 100-foot-wide buffer area.
 - i. Plat or plan depiction indicating the buildable area. All subdivision plats shall include a notation that setbacks and yards shown hereon are based on current district requirements at the time of approval but shall not take precedence over any subsequently adopted setback requirements related to any rezoning action or district regulation amendments.
 - j. Any additional requirements specified in the subsections below.
5. Special Exception Criteria as listed in Article 7-4 of the Low Density Rural (LDR) District
6. Special Exception Criteria as listed in Article 7A-4 of the Agricultural District (A) District
7. Special Exception Criteria as listed in Article 8-3 of the Village Community (VC) District
8. Special Exception Criteria as listed in Article 9-3a of the Residential (R) District
9. 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 20-5-B of the Ordinance, the Board of Supervisors will evaluate all Special Exception applications based on whether the following criteria have been satisfied:

1. The proposed use is in fact a special exception use and appears on the Official Schedule of District Regulations, or elsewhere in the ordinance;
2. The proposed use will be harmonious with and in accordance with the general objectives of the County's Comprehensive Plan and Zoning Ordinance;
3. 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;
4. The proposed use will not be hazardous or disturbing to existing or future neighboring uses;
5. 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;
6. 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;
7. 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;
8. 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
9. 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

