

PITTSYLVANIA COUNTY Zoning Ordinance

Special Use Permit Application



**Community Development Office
53 N. Main Street
P. O. Drawer D
Chatham, VA 24531
(434) 432-1767**

Applicant Information

Applicant Name(s): _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

Property Owner Information (if different)

Property Owner Name(s): _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

*Owner consent must be notarized if not signed in the presence of Community
Development/Zoning staff.*

Property Information

Property Location / Street Description: _____

GPIN(s): _____

Election District: _____ Acreage/Size: _____

Requested Special Use

Existing Zoning District: _____ Existing Use(s): _____

Proposed Special Use: _____

Applicant Authorization and Acknowledgements

By signing this application, the property owner authorizes the applicant or designated agent to act on their behalf for all matters related to this special use permit request. This authorization applies to all other materials submitted as part of the application, including the Special Use Permit Application Form, Statement of Justification, Concept Plan or Site Plan (if required), supporting documents, and any additional information provided during the review process.

The property owner further grants County personnel the right of entry onto the property for the purpose of site evaluation, posting and inspection of zoning signs, and compliance monitoring throughout the review of this petition.

By signing below, I acknowledge that:

- All information submitted in support of this application is accurate to the best of my knowledge.
- Attendance at public hearings (Planning Commission and Board of Zoning Appeals) is required.
- Concept plans, site plans, or other supplemental materials may be required depending on the nature of the request.
- The applicant (or property owner, if acting as the applicant) is responsible for posting, maintaining, and removing the zoning signs in accordance with County requirements.
- I understand that requests to defer, reschedule, or withdraw a rezoning application are not guaranteed; may require formal action by the Planning Commission or Board of Zoning Appeals; and may result in delays, re-advertising requirements, or additional costs.

Owner Signature (Notarized): _____

Print Name: _____ Date: _____

Notary Acknowledgment:

Sworn to and subscribed before me in my presence this ____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____

Applicant/Agent Signature (Notarized, if different): _____

Print Name: _____ Date: _____

Notary Acknowledgment:

Sworn to and subscribed before me in my presence this ____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____

Application Intake & Completeness Checklist – Staff Use Only

Case No.: _____

Date Received: _____

Staff Reviewer: _____

Complete Application? Yes ☐ No ☐

PC Hearing: _____

BZA Hearing: _____

Action: Approved ☐ Denied ☐ Deferred ☐

Required Submittals

Please check each item included in your submission. Incomplete application packets will not be scheduled.

- ☐ Completed Special Use Permit Application Form including signed and notarized Applicant Authorization and Acknowledgements
- ☐ Statement of Justification
- ☐ Sign Posting Affidavit
- ☐ Required Fees: Application fee (\$400), postage fee (actual cost for notice letters to adjacent property owners) and sign fee (\$5 per sign)

Additional Items (If Applicable)

- ☐ Concept Plan or Site Development Plan
- ☐ Deed (if the parcel was recently acquired and ownership is not yet recorded)
- ☐ Plat (if the property is being subdivided or combined as part of the request)
- ☐ Metes and bounds description (only if not included on submitted plat or required by staff for legal recordation)

Completeness Verification

- ☐ All required submittals present
- ☐ No missing signatures, fields, or pages
- ☐ All documents legible and typewritten where required
- ☐ Concept plan and/or site plan meets minimum content requirements

Statement of Justification

Please provide a concise, type-written response to each of the items below.

Your Statement of Justification should clearly explain the purpose of the special use permit request and how it meets the County's evaluation criteria. This information helps staff, the Planning Commission, and the Board of Zoning Appeals understand the intent of the request, consider potential impacts, and determine whether the proposed special use permit is appropriate for the property.

1. Summary of Request

Describe the proposed special use, including the nature and scope of the activity. Briefly explain how the use will function on the property.

2. Compatibility with Surrounding Area

Explain how the proposed use fits within the context of nearby properties and how any visual, environmental, or operational impacts will be minimized.

3. Site Design and Layout

Describe how the site will be arranged—including buildings, access points, parking, loading, and circulation—and how this layout promotes safe and efficient vehicle and pedestrian movement.

4. Impacts and Mitigation

Identify any potential impacts such as traffic, noise, lighting, or stormwater, and describe the measures that will be taken to avoid or mitigate those impacts.

5. Infrastructure and Public Services

Explain how the use will be adequately served by utilities, roads, drainage systems, and public services such as fire, emergency, and law enforcement.

6. Intensity, Scale, and Appropriateness of the Location

Describe why the property is suitable for the proposed use, including how the scale, hours of operation, and intensity of activity are appropriate for the site and surrounding area.

7. Additional Information (Optional)

Provide any additional information, commitments, or site features that support approval of the request or demonstrate public benefit.

VIRGINIA:

BEFORE THE BOARD OF SUPERVISORS OF
PITTSYLVANIA COUNTY

A _____ acre parcel of land,)
generally located _____)
within the _____)
Election District, and recorded as)
parcel # _____ in the)
Pittsylvania County tax records.)

PETITION

TO THE HONORABLE SUPERVISORS OF PITTSYLVANIA COUNTY

WHEREAS, your Petitioner _____ respectfully
files this petition pursuant to Section 35-713 of the Pittsylvania County Zoning Ordinance and in
accordance with the Code of Virginia 1950, as amended, and would respectfully show the following:

- 1) The Petitioner is the owner of the above-referenced parcel of land, or is filing with the owner's consent.
- 2) The property is presently zoned under the provisions of the Pittsylvania County Zoning Ordinance as _____ District.
- 3) Your petitioner now desires to have a Special Use Permit issued for the purpose of _____.

WHEREFORE, your petitioner respectfully requests that the above-referenced parcel of land be issued a Special Use Permit as set out in Number 3.

Further, your Petitioner respectfully requests that this petition be referred by the Secretary to the Pittsylvania County Planning Commission for its consideration and recommendation.

Respectfully submitted,

Petitioner

*Sworn to and subscribed before me in my presence this _____ day of _____, _____, in my City and State
aforesaid, by _____ Notary Public. My commission Expires: _____*

Sign Affidavit

Sec. 35-817. POSTING OF PROPERTY - PLANNING COMMISSION HEARING-

At least fourteen (14) days preceding the Commission's public hearing on a zoning map amendment, there shall be erected on the property proposed to be rezoned, a sign or signs provided by the Zoning Administrator indicating the date, time, and place of the public hearing. The sign shall be erected within ten (10) feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than two and one-half (2 1/2) feet above the ground. If more than one (1) such road abuts the property, then a sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, then signs shall be erected in the same manner as above on at least two (2) boundaries of the property abutting land not owned by the applicant.

Sec. 35-818. POSTING OF PROPERTY - BOARD OF SUPERVISORS HEARING-

When a public hearing has been scheduled before the Board of Supervisors for a Zoning Map amendment, there shall be erected, at least fourteen (14) days preceding such hearing, a sign or signs provided by the Zoning Administrator indicating the date, time and place of the public hearing. Such sign or signs shall be erected in the same manner as prescribed in Section 35-817 above.

Sec. 35-819. MAINTENANCE AND REMOVAL OF SIGNS.

Any sign erected in compliance with this section shall be maintained at all times by the applicant up to the time of the hearing. It shall be unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remove or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant within fourteen (14) days following the public hearing for which it was erected.

I have read and understand Sections 35-817, 35-818, and 35-819 of the Pittsylvania County Zoning Ordinance. I understand it is my responsibility to post, maintain and remove this/these sign or signs, according to Section 35-817, Section 35-818, and 35-819. If this sign is removed or destroyed, I understand it is my responsibility to obtain another sign from the Zoning office, post the property and maintain the sign(s), according to the above Sections of the Pittsylvania County Zoning Ordinance.

Should the property not be posted and the sign(s) maintained as required above, I understand the board may defer the case.

Applicant Signature: _____

Date: _____

Print Name: _____

Case No.: _____

Sworn to and subscribed before me in my presence this ____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____