



# SPECIAL USE PERMIT: REQUIREMENTS & PROCEDURES

80 Front Street – PO Box 558 - Lovingson, VA  
22949 (434) 263-7090 [Phone] ▪ (434) 263-7086 [Fax]

*Applications may be submitted by email, fax, in-person, or postal mail.  
**Processing cannot begin until the application fee and all requirements (listed below) have been received.***

<b>REQUIREMENTS</b>	
<p><i>Uses which are not otherwise a permissible use may be allowed through the approval of a special use permit, pursuant to §12-3-4.</i></p> <p><i>“General Provisions, Special Use Permits, Application Requirements for Special Use Permits.”</i></p>	
<b>Application Fee</b>	<ul style="list-style-type: none"> <li>▪ Application Fees are collected at the time of application submission.</li> <li>▪ Applications must be submitted by the third Friday of the month to be able to go to the Planning Commission on the fourth Wednesday of the following month.</li> </ul> <p style="text-align: center;"><b>Special Use Permit = \$200</b></p>
<b>Authorization Notice(s)</b>	<ul style="list-style-type: none"> <li>▪ If the permit is applied for, or on behalf of, any person other than the listed Applicant, a signed written notice from the Applicant authorizing the person(s) applying for the permit to do so shall be included with the application.</li> <li>▪ If any portion of the use to be permitted is to be held on private property not owned by the listed Applicant, the Applicant must provide a signed written or typed authorization from each applicable property owner(s) which demonstrates their authorization for the use to be permitted to take place on the property(s).</li> </ul>
<b>Site Plan</b>	<ul style="list-style-type: none"> <li>▪ A Site Plan will be required with the project. <i>Please see the Minor or Major (as applicable) Site Plan Checklist.</i></li> <li>▪ Please provide two full size sets of large printed copies, 8 copies of 11x17 site plans, and a digital copy of your site plan. <i>(Please note that if you email a large file our server may block it. It is advisable to use a program like Dropbox for larger files.)</i></li> <li>▪ <b>Site Plans will still need to be approved after a final determination is made by the board on the Special Use Permit.</b></li> </ul>
<b>Project Narrative</b>	<ul style="list-style-type: none"> <li>▪ Please provide a brief written description of the project. Including a written statement of proposed project compatibility with the following:               <ul style="list-style-type: none"> <li>- The Comprehensive Plan</li> <li>- The applicable zoning district</li> <li>- The surrounding properties</li> <li>- Current and future neighborhood conditions</li> <li>- Traffic patterns, on-site and off-site</li> </ul> </li> </ul>
<b>Other Departments</b>	<ul style="list-style-type: none"> <li>▪ It is advised that you have early discussions about your project with other agencies involved in the review and approval of your project. Potentially including: VDOT, VDH, the Thomas Jefferson Soil and Water Conservation District, DEQ, and the Nelson County Service Authority.</li> </ul>