



Bedford County
Department of Community Development
Division of Planning
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Bedford, VA 24523
(540) 586-7616 • Fax (540) 586-2059
www.bedfordcountyva.gov/planning

For staff use only

Date received:

Received by:

Fee Paid: \$

PC Date:

Application No.:

BOS Date:

Project No.:

Special Use Permit Application

GENERAL INFORMATION:

Section 30-19: Special uses are established in recognition that in addition to uses permitted by right, certain uses may, depending upon their scale, design, location, and conditions imposed by the Board of Supervisors be compatible with existing and future uses in a district. A special use permit application may be initiated by:

- 1) Resolution of the Board of Supervisors;
- 2) Motion of the Planning Commission;
- 3) Petition of the owner, contract purchaser with the owner's written consent, or the owner's agent of the property for which a special use permit is requested.

APPLICATION PROCEDURE:

- **Consultation with Planning Staff:** You are required to meet with a planner to discuss feasibility of request prior to submission.
- **Planning Commission:** The Planning Commission will hold an advertised public hearing and review the application in order to make and forward an advisory recommendation to the Board of Supervisors.
- **Board of Supervisors:** The Board of Supervisors will hold a public hearing and review the application in order to make a decision on the request. In granting the special use permit, the Board of Supervisors may attach any conditions necessary to insure that the proposal meets the specific and general standards for the proposed use.

Please make sure the following items are included BEFORE submitting:

- Application Fee:** \$300.00 (checks made payable to Bedford County). Applicant is also responsible for the costs of all public notifications including sign posting, mailings and legal advertisements.
- Concept Plan:** A concept plan prepared by a professional engineer, architect or surveyor must be submitted with the application in both hard copy and digital (.pdf format) versions. The plan shall include at a minimum what is required of a site development plan in Article V of the Zoning Ordinance and address any potential land use or design issues arising from the request. It is the responsibility of the applicant to demonstrate that the proposed use will be in harmony with the zoning district and surrounding area. If the proposed development is to be constructed in phases, all phases shall be shown at the time of the original application.



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Please print in blue or black ink or typewrite. If not applicable, write N/A.

APPLICANT INFORMATION

Note: If applicant is not the property owner, an owner's authority letter must be submitted with application.

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Authorized Agent/Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Engineer: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROJECT INFORMATION

Location/Address of Property (directions from Bedford County Administration Building): _____

Tax Map Number(s): _____

Magisterial District: _____ **Election District:** _____

Size of Parcel(s): In acres _____ In sq. ft. _____

Amount of area to be utilized _____

Does the parcel meet the minimum requirements contained in the Article IV use and design standards for the use? Yes No

Current Zoning: _____ **Current Land Use:** _____

Proposed Land Use (from Permitted Use Table, Sec. 30-79-2): _____

Please describe the proposed project or purpose of the request. _____

JUSTIFICATION FOR SPECIAL USE PERMIT

The Planning Commission will study the special use request to determine the need and justification for the change in terms of public health, safety and general welfare. Please answer the following questions as thoroughly as possible. Attach additional paper if necessary.

Please explain how the request furthers the purposes of the Zoning Ordinance (Section 30-3) as well as the purpose found at the beginning of the applicable zoning district classification in the Zoning Ordinance.

Please explain how the project conforms to the general guidelines and policies contained in the Bedford County Comprehensive Plan.

Please describe the impact(s) of the request on the property itself, the adjoining properties, and the surrounding area as well as the impacts on public services and facilities, including water/sewer, roads, schools, parks/recreation and fire/rescue.

CERTIFICATION

I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County representatives entry onto the property for purposes of reviewing this request.

Owner/Agent Signature: _____ **Date:** _____

Print Name: _____