

**FRANKLIN COUNTY  
REQUIREMENTS FOR SPECIAL USE PERMIT APPLICATIONS/PETITIONS**

Consultation with planning staff is strongly recommended prior to filing of a special use permit request to review the request, identify specific information that may need to be submitted, and discuss procedures. In addition to discussing the proposal with planning staff, it is recommended that the applicant contact neighboring property owners to review the request.

**Filing Deadline:** Applications must be received by 4:30 P.M. on the deadline date listed on the schedule at the back of this packet in order to be processed and considered for public hearing. Applications must contain specific information, as detailed below and all fees paid by 4:30 P.M. on the advertised deadline date.

**Incomplete applications will not be accepted nor advertised.**

**APPLICANT MUST SUBMIT A COMPLETE APPLICATION CONSISTING OF ONE (1) ORIGINAL, AND 35 COPIES OF APPLICATION, LETTER OF APPLICATION, CONCEPT PLAN, AND ANY OTHER PERTINENT INFORMATION NEEDING TO GO BEFORE THE BOARDS.**

**Application Requirements:**

1. **Completed application form**, typed or printed in ink and signed by applicant, including property owner's consent and signature.
2. **Letter of application** stating in general terms:
  - (a) the proposed use of the property,
  - (b) the effect of the changes on the surrounding area,
  - (c) the reason for the request
3. **Concept Plan** for property showing existing site features and any proposed development additions or improvements. See attached information for recommended contents of concept plans for residential, business and industrial district requests.
4. **List of names, addresses, and tax map and parcel numbers of property owners** who abut the property or are directly across a public right-of-way. (Refer to county tax records in the Land Use office.)

**Payment of Fees:**

Planned Developments	\$300.00 + \$5.00 per acre
Residential/Agricultural	\$250.00 + \$5.00 per acre
Commercial & Industrial	\$250.00 + \$5.00 per acre

### **Posting of the Subject Property prior to Public Hearings:**

The applicant is responsible for posting a "Notice of Public Hearing" on the subject property prior to the scheduled public hearings before the Planning Commission and the Board of Supervisors. The Department of Planning and Community Development will provide the applicant with the notice for posting.

The notice shall be posted at least fourteen (14) days prior to the scheduled Planning Commission and the Board of Supervisors public hearings. The posted sign shall be erected within ten (10) feet of the whatever boundary line of such land abuts a public road and shall be placed to be clearly visible from the road with the bottom of the sign not less than 2.5 feet above the ground. If more than one road abuts the property, then a sign shall be erected on each road. If no public road abuts the property, then signs shall be erected on at least two (2) boundaries of the property abutting land not owned by the applicant.

The applicant is responsible for maintenance of posted signs. **If a posted sign is blown down or destroyed, the applicant shall obtain a new sign from the planning office at a cost of \$8.00 per sign.**

### **Legal Advertisement Costs:**

Each special use permit request must be legally advertised in accordance with established state and local regulations. A \$50.00 fee will be charged if a public hearing must be re-advertised because of incomplete information, inaccuracies, or because the applicant requests a deferment or withdraws the request.

### **Considerations for Granting a Special Use Permit:**

The Planning Commission and the Board of Supervisors consider the following in reviewing requests for special use permits:

- The effect of the proposed use on adjacent property
- The effect of the proposed use on the character of the existing zoning district
- The effect of the proposed use on the transportation network
- The agreement of the proposed use with the purpose and intent of the zoning ordinance and other uses permitted by right in the district
- The effect of the proposed use on public health, safety, and welfare

### **For Further Information:**

Development Service/Planning & Commun. Development  
1255 Franklin St., St. 103  
Rocky Mount, Virginia 24151  
Phone: (540) 483-3027  
FAX: (540) 483-3041

Office Hours: Monday thru Friday, 8:00 AM to 4:30 PM

## FRANKLIN COUNTY SPECIAL USE PERMIT PROCESS

### **STEP 1 – PRE-APPLICATION MEETING**

- Applicant meets with planning staff to discuss request, obtain forms, review process, and identify required materials to appropriately process and review the request. An application for a special use permit must be filed by the property owner or with the property owner's written consent.

### **STEP 2 – APPLICATION**

- Application: Applicant submits complete application packet to the Department of Planning and Community Development. Application and plans are available for public review.
- Posting of Property: Applicant is provided with sign(s) for posting the property when the application is received. The property must be posted by the applicant in a clearly visible location at least fourteen days before the required public hearings.
- Notification of Property Owners: Planning staff notifies adjoining property owners of the special use permit request and the date of the public hearing.
- Public Notice/Legal Advertisement: Planning staff prepares required legal advertising and publishes in local newspaper. (Notification of requests and public hearing schedule must appear in a local newspaper two times in two consecutive weeks before each public hearing.)

### **STEP 3 – STAFF REVIEW**

- Staff visits site and coordinates application with other County departments, as well as public agencies that may be affected. Staff prepares a written report for the Planning Commission and Board of Supervisors that considers the proposed district regulations, and Section 25-2 through 25-4 of the Zoning Ordinance (Purpose and Intent; Relationship to Environment; and Relationship to Comprehensive Plan).

### **STEP 4 – PLANNING COMMISSION REVIEW AND RECOMMENDATION**

- Planning Commission visits each site prior to the scheduled public hearing.
- The applicant or a designated agent must attend the public hearing.
- Public comment is received at the hearing.
- Planning Commission must make a recommendation to the Board of Supervisors within 60 days of its first meeting date. The recommendation may include conditions on the use of the property to address specific issues of concern. **Any conditions that are proposed by the developer must be submitted to the Planning Office no later than 4:30 pm six (6) days prior to the Board of Supervisors Meeting.**
- After action is taken by the Planning Commission, the request is scheduled for public hearing before the Board of Supervisors. Planning staff immediately prepares legal advertisements and proceeds with newspaper publication. *Please note that any request to withdraw or postpone an application must be requested in writing within two (2) days after the Planning Commission hearing in order to coordinate public notice requirements.*

### **STEP 5 – BOARD OF SUPERVISORS DECISION**

- Planning Commission recommendation is forwarded in writing to the Board of Supervisors
- Applicant or their agent must attend the public hearing
- Board of Supervisors can approve or deny the request, or refer it back to the Planning Commission for additional review
- The Board may impose conditions upon any special use permit, as provided for in Section 25-640 of the Zoning Ordinance, and may require a bond or surety to ensure that conditions are complied with.

- Special use permit is effective immediately after action by the Board of Supervisors
- Special use permits expire in 18 months if there is no commencement of the use or related activity

**FRANKLIN COUNTY**  
**PETITION/APPLICATION FOR SPECIAL USE PERMIT**  
 (Type or Print)

I/We, \_\_\_\_\_, as Owner(s), Contract Purchasers, or Owner's Authorized Agent of the property described below, hereby apply to the Franklin County Board of Supervisors for a special use permit on the property as described below:

1. Petitioners Name: \_\_\_\_\_

2. Property Owner's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

3. Exact Directions to Property from Rocky Mount: \_\_\_\_\_

4. Tax Map and Parcel Number: \_\_\_\_\_

5. Magisterial District: \_\_\_\_\_

6. Property Information:

A. Size of Property: \_\_\_\_\_

B. Existing Zoning: \_\_\_\_\_

C. Existing Land Use: \_\_\_\_\_

D. Is property located within any of the following overlay zoning districts:

\_\_\_ Corridor District \_\_\_ Westlake Overlay District \_\_\_ Smith Mountain Lake Surface District

E. Is any land submerged under water or part of a lake? Yes No If yes, explain.

\_\_\_\_\_

\_\_\_\_\_

7. Proposed Special Use Permit Information:

A. Proposed Land Use: \_\_\_\_\_

B. Size of Proposed Use: \_\_\_\_\_

C. Other Details of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checklist for completed items:

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Letter of Application
- \_\_\_\_\_ List of Adjoining Property Owners and Addresses
- \_\_\_\_\_ Concept Plan
- \_\_\_\_\_ Application Fee

I certify that this application for a special use permit and the information submitted herein is correct and accurate.

Petitioner's Name (Print): \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner's consent, if petitioner is not property owner:

Owner's Name (Print): \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Received by Planning Staff:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Clerk's Initials:** \_\_\_\_\_

**CHECK #:** \_\_\_\_\_

**RECPT. #:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**ADJACENT PROPERTY OWNERS**

Adjacent property owners are mailed a notice of the request. Please provide each owner's name and mailing address plus zip code for every property adjacent to the site and directly across from any public right-of-way adjoining the site. Names and addresses are available in the County Real Estate office in the Courthouse.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_

**CONCEPT PLANS  
RESIDENTIAL, BUSINESS AND INDUSTRIAL DISTRICTS  
NECESSARY CONTENTS**

***Purpose of a Concept Plan:***

A concept plan is necessary for all special use permit applications. The purpose of the concept plan is to provide applicable information on site conditions and a general understanding of the proposed use of a property. Typically, a concept plan contains information on the property such as the property address, parcel boundaries, adjacent roads, natural features (including water courses) and neighboring properties. A concept plan also includes the locations of any proposed buildings, parking, streets, community facilities, buffering or screening, boat docks, signs, and lighting, as well as the proposed densities of development.

***Concept Plan versus Site Development Plan:***

A concept plan is not the same as a site development plan, which is more detailed to ensure compliance with development regulations and obtain construction permits. A concept plan may be the first step in creating a site development plan. It is important to note that approval of a special use permit with a concept plan does not mean that a site development plan is or will be approved.

***Concept Plan Necessary Contents:***

- Project title, name of applicant, project engineer/architect/surveyor/planner
- Plan date
- North arrow and graphic scale
- Size of entire parcel and, if applicable, size of portion of parcel requested for rezoning, accompanied by meets and bounds description
- Adjacent streets, railroads, natural features, historic sites, streams or bodies of water, floodplains, and other information that may help describe site conditions
- Locations, dimensions, and heights of all existing structures and those proposed
- Location and dimensions of proposed pedestrian and vehicular access points, driveways, parking areas/spaces and other facilities
- Natural areas or historic sites to be preserved
- Location and description of existing vegetation or any landscaping, screening or buffering proposed within the lot or along the perimeter of the development
- Location of proposed signs, including type, size and height
- Lighting information, if applicable

- Building elevations or renderings of the proposed development, if available
- Accessory use information such as the location of storage yards, recreation spaces, refuse collection areas, septic drain fields, wells or water tank locations, etc
  
- Number, type and size of dwellings proposed, and the residential density per acre
  
- Number and square footage of retail and office uses proposed
  
- Location, size and type of recreational amenities, parking facilities, and utility information
  
- Other items that may be recommended by staff
  
- Recommended plan size 8.5" x 11" minimum or 11" x 17" maximum. The plan must be legible. **The applicant must provide 35 copies of the plan for distribution to Planning Commission and Board of Supervisors.**

**NOTE: IF YOU ARE PLANNING A PRESENTATION AT THE PUBLIC HEARINGS FOR THE PLANNING COMMISSION AND BOARD OF SUPERVISORS, EITHER BRING A 8 ½ X 11 SIZE PAGE OF YOUR PRESENTATION TO SHOW ON THE OVERHEAD PROJECTOR OR PUT ON A CD TO SHOW ON THE POWERPOINT SYSTEM.**