

**FRANKLIN COUNTY  
SPECIAL USE PERMIT APPLICATION**

**Consultation with planning staff** is strongly recommended prior to filing of a special use permit application. The purpose of the consultation is to review the request, identify specific information that may need to be submitted, and discuss procedures and time frames.

**Filing Deadline:** Completed 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 APPLICATION FORM,  
LETTER OF APPLICATION, CONCEPT PLAN, AND ANY  
OTHER PERTINENT INFORMATION TO BE  
CONSIDERED BY THE PLANNING COMMISSION AND  
BOARD OF SUPERVISORS.**

**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 reason for the request
  - (c) the effect of the changes on the surrounding area,
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.

**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

**ALL required application fees must be paid at the time of submittal of application.**

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

Franklin County Department of Planning and Community Development will post a “Notice of Public Hearing” sign along any road that is adjacent to the property for which a special use permit is requested. The notice will be posted by the county at least fourteen days prior to the scheduled Planning Commission and the Board of Supervisors public hearings. If no public road abuts the property, then notice signs shall be erected on at least 2 boundaries of the property abutting land not owned by the applicant.

The signs are property of Franklin County and must not be removed by the applicant.

## **Legal Advertisement Costs:**

Each special use permit request must be legally advertised in a newspaper of general circulation in accordance with established state and local regulations. Franklin County advertises in the Franklin News Post. The Department of Planning and Community Development shall prepare the legal ad and shall send the ad to the newspaper for publication.

**The cost of publishing the legal ad is the responsibility of the special use permit applicant. The newspaper will send an invoice to the Planning Department and staff will forward the invoice to the applicant. It is important that the invoice be paid upon receipt. Payment should be made to the Franklin County Planning Department who will be charged for the cost of the ad. If the invoice is not paid by the applicant to the Planning Department prior to the date of the scheduled public hearing, the public hearing will be delayed for at least one month or until the cost of the ad is paid.**

**If an applicant requests that a public hearing be delayed after publication of a legal ad, the applicant shall be responsible for all costs of re-advertisement.**

## **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 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 Contact:**

Department of Planning and Community Development  
1255 Franklin Street, Suite 103  
Rocky Mount, Virginia 24151

Phone: (540) 483-3027

Office Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.

## 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: The county shall post public notice signs on the property at least fourteen (14) days prior to the scheduled Planning Commission and Board of Supervisors public hearings.
- Notification of Property Owners: Planning staff notifies adjoining property owners of the special use permit request and the date of the public hearings.
- 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.) Applicant is responsible for cost of legal ad publication.

### ***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 100 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. Applicant is responsible for cost of legal ad 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 compliance with conditions.
- 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  
SPECIAL USE PERMIT APPLICATION**

**(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:

Petitioner's Name: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_

Petitioner's Phone Number: \_\_\_\_\_

Petitioner's E-mail: \_\_\_\_\_

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

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Property Owner's E-mail: \_\_\_\_\_

Physical Address of the Property: \_\_\_\_\_

Directions to Property from Rocky Mount: \_\_\_\_\_

\_\_\_\_\_

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

Magisterial District: \_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_

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  
\_\_\_\_\_ Concept Plan  
\_\_\_\_\_ Application Fee

**\*\*I certify that this application for a special use permit and the information submitted herein is correct and accurate. I authorize County staff to access this property for purposes related to the review and processing of this application.**

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

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

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

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

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

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

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

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

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

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

**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 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.

**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 OR FLASH DRIVE TO SHOW ON THE POWERPOINT SYSTEM.**



2020

**PUBLIC HEARING SCHEDULE FOR FRANKLIN COUNTY**

**Planning Commission and Board of Supervisors Meeting Dates**

<b><u>DEADLINE DATE</u></b>	<b><u>PLANNING COMMISSION</u></b>	<b><u>BOARD OF SUPERVISORS</u></b>
DECEMBER 2, 2019	JANUARY 14, 2020	FEBRUARY 18, 2020
JANUARY 6, 2020	FEBRUARY 11, 2020	MARCH 17, 2020
FEBRUARY 3, 2020	MARCH 10, 2020	APRIL 21, 2020
MARCH 2, 2020	APRIL 14, 2020	MAY 19, 2020
APRIL 6, 2020	MAY 12, 2020	JUNE 16, 2020
MAY 4, 2020	JUNE 9, 2020	JULY 21, 2020
JUNE 1, 2020	JULY 14, 2020	AUGUST 18, 2020
JULY 6, 2020	AUGUST 11, 2020	SEPTEMBER 15, 2020
AUGUST 3, 2020	SEPTEMBER 8, 2020	OCTOBER 20, 2020
SEPTEMBER 8, 2020	OCTOBER 13, 2020	NOVEMBER 17, 2020
OCTOBER 5, 2020	NOVEMBER 10, 2020	DECEMBER 15, 2020
NOVEMBER 2, 2020	DECEMBER 8, 2020	JANUARY 19, 2021
DECEMBER 7, 2020	JANUARY 12, 2021	FEBRUARY 16, 2021

**\*\*APPLICATION DEADLINES MAY CHANGE IF PUBLIC HEARING DATES ARE CHANGED. PLEASE VERIFY APPLICATION DEADLINE DATE AND PUBLIC HEARING DATES WITH THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT PRIOR TO SUBMITTING APPLICATION.**

All petitions, to be considered complete and accepted, must be submitted and reviewed by the Planning staff prior to the deadline date. For further details contact Planning staff.

All public hearings in front of the Planning Commission, unless otherwise advertised, are held the second (2<sup>nd</sup>) Tuesday of each month in the Board of Supervisors Meeting Room in the Franklin County Government Center, 1255 Franklin Street, Rocky Mount, Virginia, 24151, beginning at 6:00 pm. Petition requests will be heard by the Board of Supervisors at the following monthly meeting on the third (3<sup>rd</sup>) Tuesday of each month beginning at 6:00 pm, unless otherwise noted.

Regular meetings of the Commission shall be held on the second (2<sup>nd</sup>) Tuesday of each month at 6:00 p.m., unless otherwise designated. Due to inclement weather the regular meetings of the Franklin County Planning Commission may be continued to the following Thursday after the scheduled Planning Commission Meeting if the Chairman, or Vice Chairman if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such findings shall be communicated to the member and the press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required.

**APPLICANTS OR THEIR REPRESENTATIVE ARE REQUIRED TO ATTEND EACH MEETING.**

Any person with a disability who needs accommodations to fully participate in these public hearings should notify the Franklin County Planning and Community Development Office, 1255 Franklin Street, Suite 103, Rocky Mount, Virginia, 24151, (540) 483-3027 at least seven (7) days prior to the hearings.

Submitted by Hannah Powell, Clerk

Updated July 16, 2020

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