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# Special Use Permit

Land Development Brochure



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## Special Use Permit

### *What are the types of permitted uses in a zoning district?*

The uses permitted in a zoning district are classified in two ways: by-right uses and special uses. By-right uses, which are specified in the Zoning Ordinance, do not require special permission. They simply require a building permit and in some cases a site plan. Special Uses are also specified in the Zoning Ordinance but require an application and approval by the Board of Zoning Appeal. A Special Use Permit allows for certain land uses in a given zoning district that generally require a more in-depth study than uses permitted “by-right”.

### *What are the requirements for a Special Use Permit?*

Special Use Permits are generally subject to certain conditions to insure that the use is appropriate to the area. In order to receive a special use permit the application must:

- 1) Demonstrate that the proposed use will be in conformity with the statement of intent of the specific district in which it will be located and the Comprehensive Plan.
- 2) Show that the proposed use will not have an adverse impact on the surrounding area.
- 3) Fulfill additional requirements for certain special uses specified in the Zoning Ordinance. Please consult with the Zoning Office to determine whether additional requirements apply.

### *What must be submitted in order to apply for a special use permit?*

- If recent conveyance or subdivision, a copy of the recorded deed and or plat.
- A letter of application stating in general terms: the request and the reason for that request.
- A site development plan/concept plan, discretion of the Zoning Administrator  
If plan is required copies needed for all Board members.
- A vicinity map showing the location of the property in relation to the county.
- A list of all adjacent property owners, their addresses and parcel numbers.
- Other information requested by the Zoning Administrator.

***What is the fee to apply for a Special Use Permit?***

- \$ The cost of the application is \$350 **(The fee for a Solar Energy Facility is \$5,000)** to cover processing and advertising, plus a fee of \$5.00 per sign prepared.
- \$ An amendment to an existing special use permit requires a fee of \$350 **(The fee for a Solar Energy Facility is \$5,000)** to cover processing and advertising, plus a fee of \$5.00 per sign prepared.

***What must be provided in the application?***

The application should provide information and data to:

- ✦ Demonstrate that the proposed use, when complimented with additional measures, will be in harmony with the purpose of the district in which it will be placed.
- ✦ Demonstrate that there will be no adverse impact on the surrounding area in terms of public health, safety and general welfare; and show measures to be taken to achieve such goals.
- ✦ Show the nature and extent of existing and proposed use and development.
- ✦ Show that the proposal meets the specific and general standards required by Article V. Division 3. Of the Zoning Ordinance.

**For more information contact:**

**Pittsylvania County  
Community Development Office  
53 North Main Street  
Chatham, VA 24531  
(434) 432-1771**

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