



# Rockingham County Special Use Permit Application

## Application Procedure

The special use permit process usually takes about eight weeks from time of application submittal. However, timing can vary depending on application submission date in connection to scheduled public hearings.

1. Applicant participation in a recommended Pre-Application Meeting to receive early input from county and agency staff. Call (540) 564-5074 for more information and scheduling.
2. Submission of complete application (as a guide, use the check list provided below).
3. Staff and agency application review and comments from the County departments of Building, Engineering, Planning, Fire & Rescue, Public Works, Environmental, Zoning, Economic Development, Public Schools; Virginia Department of Health (VDH); and Virginia Department of Transportation (VDOT). Other applicable agencies may be contacted if needed.
4. Notification letters of public hearing mailed to adjoining landowners.
5. Special use permit sign placed on property in public view and drone video of property taken.
6. Public hearing advertisement placed in the local paper.
7. Board of Supervisors public hearing, review, and final special use permit determination. The decision to approve or deny the special use permit request is ultimately determined by the Rockingham County Board of Supervisors. (The applicant, or representative, is encouraged to attend related public hearing.)

## Application Checklist *(please submit with application)*

It is the responsibility of the applicant to gather all information and submit a complete special use permit application to the Rockingham County Department of Community Development. Applications can be mailed, dropped off in person, or [emailed](#) to the Rockingham County Zoning Administrator.

- A completed and signed application (digital PDF preferred).
- A boundary map of the property, showing what is described in the "Guide: Proposed Use Layout for Special Use Permit Application" section of this application. The submitted map cannot be larger than 11" x 17".
- Required **\$550 fee**
- Please answer the following questions and where required, attach additional information to this application. The information provided will be reviewed by the staff in their analysis of your request.

An application for a special use permit shall be considered incomplete when an applicant fails to provide the following required information. Based upon the size, scale, complexity and impact of the proposed use, the zoning administrator may waive or modify certain requirements of this application. Any waivers or modifications shall be expressed in writing by the zoning administrator and shall be provided, by the applicant, as part of this application.

# Special Use Permit Application Form

**Applicant:** \_\_\_\_\_

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

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

**Property Owner:** \_\_\_\_\_

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

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

**Other Contact Person (such as a law or engineering firm) if applicable:** \_\_\_\_\_

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

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

**Property Address:** \_\_\_\_\_

**Property Location:** (N S E W) of (Road Name) \_\_\_\_\_ (Route #) \_\_\_\_\_

approximately \_\_\_\_\_ miles/feet (N S E W) of (Road Name) \_\_\_\_\_

(Route #) \_\_\_\_\_. **Election District #:** \_\_\_\_\_

**Property Tax Map Number(s):** \_\_\_\_\_

**Use Applied For:** \_\_\_\_\_

**Acreage in Parcel:** \_\_\_\_\_ **Acreage to be used:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Size And Height Of Existing And/Or Proposed Building Or Structure if applicable:** \_\_\_\_\_

**Size and Height of Signage if applicable:** \_\_\_\_\_

**Indicate Method of:**

Water Supply

- County Water
- City Water \*
- Community System
- Well
- Cistern

Sewage Disposal

- County Sewer
- City Sewer \*
- Community System
- Septic System
- Alternative: \_\_\_\_\_

*\* If City water and/or sewer are selected, applicant must have full approval by City & County prior to submitting this application.*

**Are there any historical features, listed on a national or state registry, located on the property? If so, please provide documentation.** \_\_\_\_\_

**Are there any wetlands or sinkholes, as delineated by a professional engineer, located on the property? If so, please provide documentation.** \_\_\_\_\_

**Are there any known cemeteries located on the property?** \_\_\_\_\_

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Is the property located in the Cross Keys and Port Republic Battlefield Study Area, Core Area, or Field of Fire? \_\_\_\_\_

Is the property currently in an Agricultural and Forestal District? If so, please indicate which District.  
\_\_\_\_\_

Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Signature of Applicant or Agent

### **Guide: Proposed Use Layout for Special Use Permit Application *(required)***

The Rockingham County Zoning Ordinance requires [Special Use Permit](#) applications to include an accurately scaled proposed use layout. The scaled proposed use layout and any demonstrative materials submitted with the application will become part of the record of the hearing on the application and become legally binding elements of the zoning ordinance and map if the special use permit is approved by the Board of Supervisors.

**The accurately scaled proposed use layout shall include the following information as a minimum:**

1. Size and shape of parcel of land where use or building is to be located.
2. Location of use of proposed and/or existing buildings---distance from public highways, from adjoining property.
3. Size and shape of proposed and/or existing buildings.
4. Access to and from property.
5. Relation to street and highway intersections.
6. Any planned screening or landscaping.
7. Number and location of off-street parking spaces.
8. Specify proposed use of area (if not contained in building).

Reference Section [17-1003.01](#) of the Zoning Ordinance located on the County's website for more information and requirements.