

**COUNTY OF HENRY**  
**Zoning Ordinance**

**SPECIAL USE PERMIT**  
**Application Process**

Effective: September 1, 1989

## **COUNTY OF HENRY**

### ***SPECIAL USE PERMIT APPLICATION PROCESS***

#### **A. Preapplication**

The person who is interested in obtaining a Special Use Permit will first consult with the Department of Planning, Zoning and Inspection to discuss his proposed project. The staff will explain applicable provisions of the Zoning Ordinance and provide information, technical assistance, and copies of all application forms. An application for Special Use Permit may be filed by the owner, tenant, or contract purchaser of the property. If filed by a tenant or contract purchaser, evidence of concurrence by the owner must be provided. The applicant should also discuss his proposal with neighboring property owners.

#### **B. Application Submittal**

The applicant must submit a completed application package consisting of the four items listed below to the Department of Planning, Zoning and Inspection. Incomplete packets will not be processed.

1. **Application for Special Use Permit**; typed or printed in ink, with all information completed, and signed by the applicant and owner, if different. An important part of the application is a listing of the name and complete address of owners of property adjacent to and across the road from the parcel on which the Special Use Permit is requested. This information will be completed by County staff.
2. **Concept Plan**; See instructions for Concept Plan preparation included in Special Use Permit Application package.
3. **Letter of Application**; stating the proposed change in the use of the property, the effect this change will have on the surrounding area, and the reason for the request.
4. **Payment of Advertising Costs**; \$150.00 to cover required newspaper advertising, notification sign, and the cost of notification of adjoining property owners.

In order to meet the legal requirements for advertising, a schedule will be provided to the applicant showing the deadline by which completed applications must be filed.

#### **C. Public Notice**

The public hearing will be conducted on the application by the Henry County Board of Zoning Appeals. The staff will take the following actions to notify interested persons about the request and the public hearing: (State Code 15.2-2204)

1. Send to the local newspaper notice of the public hearing, which will be published once a week for two consecutive weeks.
2. Notify each of the adjacent property owners by first class mail.

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3. Post at least one notification sign on the property. (the number of signs needed will be determined by the staff based on size and location of the property.)

***D. Review Process***

The Zoning Administrator will visit the proposed site to examine the following: the surrounding land uses, existing environmental constraints (i.e., vegetation, slope, soils and floodplain), access the traffic flow, and the surround architecture.

The staff will prepare a report on the request addressing its conformity to the requirements for the issuance of a Special Use Permit in the Zoning Ordinance. The application and staff report will be forwarded to the Planning Commission, who may choose to make a recommendation on the request to the Board of Zoning Appeals.

The Board of Zoning Appeals will conduct a public hearing on the request at the date and time advertised in the public notice. The applicant must attend the public hearing and/or have an agent present if he desires to do so. All interested persons will be given an opportunity to comment on the application.

The Board of Zoning Appeals may vote to approve or deny the request. The Board of Zoning Appeals may also impose conditions to the permitted use and may require a guarantee or bond to insure that the conditions will be met.

**FOR FURTHER INFORMATION OR ASSISTANCE,  
PLEASE CONTACT THE COUNTY PLANNING  
STAFF AT:**

*Department of Planning, Zoning & Inspection  
County Administration Bldg., King's Mountain Rd.  
P. O. Box 7, Collinsville, VA 24078  
(276) 634-4620*

**COUNTY OF HENRY**

**APPLICATION FOR SPECIAL USE PERMIT**

*Part 1 – To be completed by Applicant  
Please type or print in ink the following information.*

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Location of Property:

Real Estate Map and Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Present Use: \_\_\_\_\_

Description of Request:

**To be completed by County:**

*The Henry County Planning Department will list below the name and complete address (including the zip code) of the owner of all property adjacent to or directly across a road from the property for which the rezoning is requested.*

Name: \_\_\_\_\_

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

Real Estate Map and Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

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Name: \_\_\_\_\_

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

Real Estate Map and Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

\*\*\*\*\*

Name: \_\_\_\_\_

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

Real Estate Map and Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

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Name: \_\_\_\_\_

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

Real Estate Map and Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Application for Special Use Permit**

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*I hereby apply for a Special Use Permit as described herein and subject to all County and State laws, ordinances, rules and regulations. I authorize appropriate County officials to enter upon the above-described property during normal business hours to conduct required inspections and post signs. I hereby certify, under penalties of perjury, that the above information is true, complete, and correct. I also understand that I or a representative must attend the Board of Zoning Appeals public hearing.*

\_\_\_\_\_  
*Signature of Applicant*

*Owner's consent if different from applicant:*

\_\_\_\_\_  
*Signature of Owner*

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**NOTICE**

**Sections 21-209 and 21-210 of the Henry County Zoning Ordinance authorizes the Board of Zoning Appeals to impose conditions and restrictions upon the establishment, location and construction of the Special Use provided for in the permit and may require a guarantee or bond to insure that the conditions imposed are being and will continue to be met.**

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Part 2 – To be completed by County

Permit Number: \_\_\_\_\_  
Date of Public Hearing: \_\_\_\_\_

Date Completed Application Received: \_\_\_\_\_  
Dates of Advertisements: \_\_\_\_\_

I certify that on \_\_\_\_\_, each of the property owners adjacent to and across the road from applicant's property were sent by first class mail a notification of the public hearing.

\_\_\_\_\_  
*Signature of Staff*

**Action by Henry County Board of Zoning Appeals**

Date: \_\_\_\_\_ Approved  Denied

Conditions:

\_\_\_\_\_  
*Secretary, Board of Zoning Appeals*

COUNTY OF HENRY

**CONCEPT PLAN INSTRUCTIONS**

The Henry County Zoning Ordinance requires that a concept plan be submitted with each application for rezoning, special use permit, or variance. The purpose of the concept plan is to depict graphically the concept or reasons for the requested exception to the provisions of the Zoning Ordinance.

The plan should describe the proposed use or development in the level of detail appropriate to the proposed project. During Step 1 of the application process, the County staff in the Department of Planning, Zoning and Inspection will inform the applicant which of the optional items listed below should be included in his Concept Plan. The Plan does not have to be prepared by a professional site planner, but it should be printed in ink and clearly legible on size no larger than 11" x 17" paper. The applicant should date and sign the Plan, and the name of the preparer (if different from the applicant) should be listed.

**Information required for all Concept Plans:**

- Project title
- Name of applicant and project designer (if applicable)
- Date of preparation
- North arrow and graphic scale
- Lot size in acres or square feet and dimensions
- Adjacent streets, alleys, railroads, water bodies, etc.

**Information required for some Concept Plans:**

- Locations, dimensions, and heights of all structures
- Number, type, size and gross density of all units
- Location, size, and type of recreational amenities
- Location and dimensions of driveways, off-street parking spaces, and loading facilities
- Location and description of screening and buffering along the lot perimeter
- Type, area, height, and placement on site of all signs
- Building elevations or renderings
- Description of landscape improvements
- Other \_\_\_\_\_  
\_\_\_\_\_