



PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT

Post Office Box 358

Stanardsville, Virginia 22973

Tel: 434-985-5282
Fax: 434-985-1459

Website: www.gcva.us
Email: planning@gcva.us

Case # _____

Date of Application _____

Choose **one** from the following:

- Zoning Certification/Determination
- Sign Permit/Temp./Refacing
- Variance/Appeals to PC/BZA
- Request Address/911 Signs
- Rezoning/Proffer Revision
- Special Use Permit
- Special Exception
- Ordinance Revision
- Agricultural and Forestal (check one)
 - Withdrawal
 - Add
 - New District
- Telecommunication Tower

Applicant Name

Mailing Address _____

Physical Address _____

Phone # _____ Fax # _____ Email _____

Signature _____ **Date** _____

Property Owner Name

Mailing Address _____

Physical Address _____

Phone # _____ Fax # _____ Email _____

Signature _____ **Date** _____

Tax Map # _____ Acreage _____ Zoning _____

Existing Use _____

Proposed Use _____

Application Fee: \$ _____ Date Paid _____ Receipt # _____ Initials _____

Bldg. Permit Fee: \$ _____ Date Paid _____ Receipt # _____ Initials _____

Description of Request (attach any supporting documentation or sketches, etc.)

Applicable Zoning Ordinance Section(s) _____

Applicable Reference of Current Comprehensive Plan or Land Use Map

Zoning Administrator Comments: _____

Mandatory Pre-Application Meeting: Must Be Completed PRIOR to Submission:

Applications for the following requests require a mandatory pre-application meeting.
Call (434) 985-5282 to schedule your meeting with staff.

- Rezoning Special Use Permit Ordinance Revision Variance

Meeting was held on: _____

Application Checklist: Must Be Completed for Official Submission:

All applications require the following:

- Completed Application (including a description of the request)
- Application Fee (see Fee Schedule)
- Site Plan or a Plat showing the Site Sketch (including all structures or proposed structures, property boundaries, and distances from structures to property lines)

Additional Requirements for the following Applications:

Zoning Certification:

- Select:
 - New Business Change of Use or Ownership Non-Conforming Use
- Project Name and Type of Business
- Previous Business and Type of Business
- Length of Vacancy
- Documentation showing that this property qualifies for non-conforming status. The burden of proof for demonstrating non-conforming status is the responsibility of the applicant.
- Description of the proposed use

Sign Permit:

- Select: (Additional permits may also be required)
 - Wall Mounted Refacing of Existing Sign
 - Free Standing Sign with Electric Temporary Sign
- Will the sign be illuminated? No Yes (An Electrical Permit is necessary)
- List existing signs and types of signs
- List proposed signs and types of signs
- Sketch of proposed sign including dimensions, construction material, colors, and text, etc.
- Sketch to include dimensions of store frontage for wall mounted signs
- Location of proposed sign on Plat
- State Contractor License information is included

Variance/Appeals to PC/BZA/Special Exception:

- 10 copies of the Plat showing the Site Sketch (including all structures or proposed structures, property boundaries, and distances from structures to property lines)
- Submit documentation and sketches on a floppy disk or c.d. in PDF or jpeg format
- Submit an inventory of Adjoining Property Owners and current mailing address using Excel format (current information can be found at the Commissioner of the Revenue's office)
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3rd Wednesday of the month in order to be scheduled for The Planning Commission Meeting 2 months subsequent to submission (see meeting schedule).
- BZA DEADLINE: 3:00 pm on or before the 4th Wednesday of the month. Completed application with all supporting documentation must be submitted in order to be scheduled for the following month
- Failure to attend the public hearings will result in the reassessment of the required fee

Request for Address:

- Site Sketch on a Plat showing the proposed driveway
- Show the nearest driveway across the street from the proposed driveway and list its number
- Show the driveways on each side of the proposed driveway and list their numbers

Rezoning:

- 15 copies of the Plat showing the Site Sketch (including all structures or proposed structures, property boundaries, and distances from structures to property lines)
- Written justification of the request
- Submit documentation and sketches on a floppy disk or cd in PDF or jpeg format
- Submit an inventory of Adjoining Property Owners and current mailing address using Excel format (current information can be found at the Commissioner of the Revenue's office)
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3rd Wednesday of the month in order to be scheduled for The Planning Commission Meeting 2 months subsequent to submission (see meeting schedule).
- Failure to attend either hearing will result in the reassessment of the required fee

Special Use Permit:

- 15 copies of the Plat showing the Site Sketch (including all structures or proposed structures, property boundaries, and distances from structures to property lines)
- Submit documentation and sketches on a floppy disk or cd in PDF or jpeg format
- Submit an inventory of Adjoining Property Owners and current mailing address using Excel format (current information can be found at the Commissioner of the Revenue's office)
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3rd Wednesday of the month in order to be scheduled for The Planning Commission Meeting 2 months subsequent to submission (see meeting schedule).
- Failure to attend either hearing will result in the reassessment of the required fee

Ordinance Revision:

- List of applicable Zoning Ordinance Sections
- Written justification of the request
- Submit documentation and sketches on a floppy disk or c.d. in PDF or jpeg format
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3rd Wednesday of the month in order to be scheduled for The Planning Commission Meeting 2 months subsequent to submission (see meeting schedule).
- Failure to attend either hearing will result in the reassessment of the required fee

NOTE * See attached Fee Schedule

Fee Schedule: As of 2/18/15

<u>Item</u>	<u>Fees</u>
Accessory Dwelling Unit	\$100
Address Request	\$25
911 Signs (per intersection)	\$350
Ag/Forest District: Withdrawal	\$500
Ag/Forest District: Add	\$300
Ag/Forest District: New District	\$500
Bond Inspections	\$50 per site visit
PC/BZA: Appeal	\$200
BZA: Variance	\$500
Comp. Plan Amendment	\$1,500
Copies: Capital Improvement Plan	\$30
Copies: Comprehensive Plan	\$90
Copies: Subdivision Ordinance	\$10
Copies: Zoning Ordinance	\$30
Deferral	\$300
Proffer Amendment	\$2,000
Rezone	\$2000+\$100/acre
Sign Permit Review Fee (Additional Fees may apply)	\$50+\$2/Ft ²
Temporary Sign	\$10
Sign Refacing	\$10
Freestanding Sign Fee (Bldg. & Electric Permit Fee)	\$102.00
Site Plan: Preliminary	\$1,000
Site Plan: Final	\$500
Site Plan : Amendments	\$500
Site Plan: Letter of Revision	\$100
Special Use Permit	\$500
Special Use Permit: Mobile Home	\$100
Subdivision: Major Preliminary	\$1000+\$100/Lot
Subdivision: Minor	\$500+\$50/Lot
Subdivision: Major Final	\$500+\$50/Lot
Subdivision: Family Division, Lot Line/Easement/Misc.	\$100
Telecommunication Towers	\$1,500
Zoning Permit/Inspection Fee	\$100
Zoning Certification/Determination/ Confirmation Letter	\$100
Zoning Certification for Home Occupation	\$25
Zoning Text Amendment (Ord. Rev.)	\$500