



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 \_\_\_\_\_

Rezoning/Proffer Amendment

Special Use Permit

Ordinance Revision

Variance/Appeals to PC/BZA

Agricultural and Forestal

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Owner/Applicant Must Read and Sign**

**I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge.** By signing this application, I am consenting to written comments, letters and or notifications regarding this application being provided to me or my designated contact via fax or email. This consent does not preclude such written communication from also being sent via first class mail. I also consent to giving Planning/Zoning Staff the right to enter this property to conduct inspections, if necessary.

Signature of Owner/Agent or Contract Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone number of Signatory \_\_\_\_\_

Tax Map # \_\_\_\_\_ Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

**Application Fee: \$** \_\_\_\_\_ **Date Paid** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Initials** \_\_\_\_\_

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

**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)
- Letter of Justification

**Sign Permit:**

- Select: (Additional permits may also be required)
  - Wall Mounted
  - Free Standing Sign with Electric
- Refacing of Existing Sign
- 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:**

- 2 copies of the Plat showing the Site Sketch (including all structures or proposed structures, property boundaries, and distances from structures to property lines)
- Submit letter of justification and sketches, and an electronic file
- 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

**Rezoning:**

- 2 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, and an electronic file
- 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:**

- 2 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, and an electronic file
- 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
- Written justification of the request and how this affects adjacent property owners

**Ordinance Revision:**

- List of applicable Zoning Ordinance Sections
- Written justification of the request
- Submit documentation and sketches, and an electronic file
- 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
- Redline version/clean version

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 <sup>2</sup>
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