



Special Use Permit Application

DATE: _____

CASE #: _____

Property location and Identification

Tax Map Identification #: _____

Name of Development: _____

Name of Property Owner: _____

Physical Address of Proposed Site: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Agents Name: _____

Agents Phone Number: _____ Agents Fax Number: _____

Agents Mailing Address: _____

Special Use Requested: _____

Required Attachments:

- Boundary Survey Plat **OR** Site Development Plan
- Statement of Compliance Traffic Study

Present Zoning Classification (Check one):

- Rural Residential (**RR**) Traditional Residential Low (**TRL**) Traditional Residential High (**TRH**)
- Traditional Town Center (**TTC**) Town Activity Center (**TAC**) Rural Commercial (**RC**)
- Traditional Industrial (**TI**) Traditional Neighborhood Development (**TND**)

Application Review Fee

Please include your non-refundable application review fee in the amount of \$2,000.00 dollars, plus \$ 175.00 dollars for advertising costs. Please make checks payable to: **The Town of Orange**

Approved **Denied** by Town Council on _____
Date

Signature of Property Owner **Date**

Signature of Zoning Administrator **Date**

Amount Paid \$ _____ **Date Paid** _____

SPECIAL USE PERMIT PROCEDURE OUTLINE

The Town of Orange Zoning Ordinance divides the Town into eight (8) zoning districts. For each Zoning district there is a list of uses permitted by right and uses permitted by Special Use Permit. Uses permitted by Special Use Permit are appropriate in some cases, but not in others. The Special Use Permit allows the Town to review each case and decide whether the proposed use is appropriate to the land.

1. Applicant may schedule a pre-submission meeting with Zoning Administrator.
2. Applicant must submit a completed application form along with the \$2,000.00 review fee, plus \$175.00 for advertising costs, and **twelve (12) copies** of the following items to the Zoning Administrator:
 - a. Boundary Survey Plat containing all information required under Section 3-30.20(b); or Site Development Plan.
 - b. Statement of Compliance of the proposed use with the provisions of the Town of Orange Comprehensive Plan.
 - c. Traffic Impact Analysis containing all information required by Section 2-30.30.
3. Staff reviews the application for completeness, notifies the Planning Commission of the submittal and adds the request to the agenda for the next regular meeting of the Planning Commission or as soon as possible based on advertising requirements. (*The Town Planning Commission meets on the 4th Monday of each month*).
4. State law requires that the Town advertise the application in the local newspaper for two consecutive weeks prior to the meeting and send letters to the owners of all land adjoining the property on a form provided by the Town (attached). At the Public Hearing(s), the applicant should be prepared to present and discuss their application. Anyone else who wishes to speak on the application will be given an opportunity to do so. The Town Planning Commission has sixty (60) days to make a recommendation to Town Council. Following the Planning Commission hearing, Town Council will take up the request at their next regular meeting. Town Council has sixty (60) days after receipt of the Planning Commission's recommendation to make a decision.
5. The applicant shall be responsible for all costs associated with the Public Hearing advertisements and joint property notifications.

**TOWN OF ORANGE
BOUNDARY SURVEY PLAT CHECKLIST**

Required Information on Boundary Survey Plat:

- Boundaries of the entire property.
- Public right(s) of way, indicating names, route numbers, and width.
- Total area of the property in square feet and acres.
- Location of all existing and proposed structures, including but not limited to lighting, signs, fences and walls, and buildings.
- Footprint area and floor area of all existing and proposed buildings.
- Location and distance of all off-site structures within fifty (50) feet of the property, including but not limited to lighting, signs, fences and walls, and buildings.
- Proposed means of ingress and egress to the property from a public street for vehicular and pedestrian traffic, including all sidewalks interior and adjacent to the subject property.
- Required and proposed buildings setbacks and building heights, required lot coverage, and the distances of all existing and proposed buildings to the nearest lot line(s).
- Parking spaces, existing and/or proposed, indicating minimum distance from the nearest property line(s).
- Existing and/or proposed utilities including but not limited to water, sewer, stormwater, electric, cable, and telephone lines, structures and facilities.
- Where applicable, existing and/or proposed seating capacity, usable outdoor recreation area, open spaces, emergency access, limits of land disturbance, landscaping, major trees, screening, buffering, outside lighting, loudspeakers and required and/or proposed improvements to public right(s) of way.
- Existing zoning designation and use of subject and adjacent properties.
- Building elevations for all new construction or major exterior alterations to existing structures.



**Town of Orange
Department of Community Development**

119 Belleview Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-6917 Fax: (540) 672-4435

Email – townplanner@townoforangeva.org

[DATE]
[NAME]
[ADDRESS]

**RE: ADJOINING PROPERTY OWNER PUBLIC HEARING NOTIFICATION
LETTER**

Dear [NAME]:

This letter is intended to comply with the requirements of the Town of Orange Zoning Ordinance and serve as a notice to advise you as an adjoining property owner that on [date] [I or name of company] [have/has] submitted an application for a special use permit to the Town of Orange for review and approval.

The application is submitted for [my or our] property located at [address] and the use applied for is:

The entire application is available for review at the office of the Town of Orange Zoning Administrator which is located at 119 Belleview Avenue, Orange, Virginia 22960. A public hearing is scheduled before the [Town Council/Planning Commission] on [date] at [time]. The hearing will be held in the Public Works Facility Meeting Room located at 235 Warren Street. You may present any comments and/or concerns you may have relative to this project at the public hearing or you may direct your comments to the Town Zoning Administrator at the above address in writing, by calling (540) 672-6917, or via Email at townplanner@townoforangeva.org.

Sincerely,

[NAME]
[title]