



# LAND DEVELOPMENT APPLICATION

**Application for (please check one):**

- |   |   |
|---|---|
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Subdivision, Major (Preliminary) |
| <input type="checkbox"/> Land Disturbance Permit  | <input type="checkbox"/> Subdivision, Major (Final)       |
| <input type="checkbox"/> Site Plan                | <input type="checkbox"/> Subdivision, Minor               |
| <input type="checkbox"/> Special Use Permit       | <input type="checkbox"/> Variance Request                 |
| <input type="checkbox"/> Subdivision, Commercial  | <input type="checkbox"/> Zoning Appeal                    |
| <input type="checkbox"/> Subdivision, Family      | <input type="checkbox"/> Zoning Map Amendment/Rezoning    |
| <input type="checkbox"/> Subdivision, Large Lot   | <input type="checkbox"/> Zoning Text Amendment            |

**This application must be completed in its entirety. Please list *all* owners and applicants. Use additional sheets if needed.**

**General Project Information:**

1. Project Title: \_\_\_\_\_
2. Property Location: \_\_\_\_\_
3. Tax Map Number(s): \_\_\_\_\_
4. Total Acreage: \_\_\_\_\_
5. Acreage to be Developed: \_\_\_\_\_
6. Acreage to be Disturbed: \_\_\_\_\_
7. Responsible Land Disturber: \_\_\_\_\_ RLD #: \_\_\_\_\_
8. Current Number of Lots: \_\_\_\_\_
9. Proposed Number of Lots: \_\_\_\_\_
10. Current Zoning: \_\_\_\_\_
11. Proposed Zoning: \_\_\_\_\_
12. Current Use(s): \_\_\_\_\_
13. Proposed Use(s): \_\_\_\_\_

**Contact Information:**

14. Property Owner: \_\_\_\_\_
15. Owner Address: \_\_\_\_\_
16. Owner Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

17. Applicant: \_\_\_\_\_

18. Applicant Address: \_\_\_\_\_

19. Applicant Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

20. Representative: \_\_\_\_\_

21. Representative Address: \_\_\_\_\_

22. Representative Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

23. Correspondence to be sent to:  Applicant  Owner  Representative

24. Preferred form of Contact:  Email  Mail

**Owner Affidavit:**

I have read this application, understand its intent, and freely consent to its filing. The information provided is complete and accurate to the best of my knowledge and capabilities. I understand that the county may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission for county officials on official business to enter the property to make such investigations and inspections as they deem necessary to process this application.

\_\_\_\_\_  
Owner's Signature Date

\_\_\_\_\_  
Owner's Signature Date

**For Office Use Only:**

Application Number: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Completeness Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Taxes Paid?  Yes  No

Environmental Review:  Floodplain  Wetlands  Highly Erodible Soils

Resource Protection  Resource Management

Additional Review Req.:  WQIA  CBPA Board  Wetland Board

Outcome:  Denied  Approved  Conditionally Approved

# SPECIAL USE PERMIT CHECKLIST

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Use this checklist for all special use permit applications. The requirements listed below are the minimum requirements for acceptance of a special use permit application; additional submission materials may be required as determined by the Zoning Administrator. This checklist must be signed and dated to be accepted.

APPLICANT	COUNTY	MINIMUM SUBMISSION REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	Completed Land Development Application
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed copy of this checklist
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	A statement with any additional information that would be helpful to the Board of Supervisors in considering the request
<input type="checkbox"/>	<input type="checkbox"/>	A concept plan showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	The actual shape and dimensions of the lot
<input type="checkbox"/>	<input type="checkbox"/>	The size and location of any existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	The general location of any proposed buildings
<input type="checkbox"/>	<input type="checkbox"/>	The existing use of any structures and open areas
<input type="checkbox"/>	<input type="checkbox"/>	The proposed use of any structures and open areas
		As requested by the Zoning Administrator, the following additional information:
<input type="checkbox"/>	<input type="checkbox"/>	Existing topography
<input type="checkbox"/>	<input type="checkbox"/>	Current and proposed access
<input type="checkbox"/>	<input type="checkbox"/>	Existing use of adjoining properties

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Applicant Signature and Date

# FY 2019 FEE SCHEDULE

Use this sheet to calculate the fee associated with your application or request. For any questions, please contact Community Development staff at 804-652-4707.

<b><u>SUBDIVISION FEES</u></b>	
Boundary Line Adjustment	\$100
Preliminary Review	\$300
Subdivision Waiver	\$200 per lot
Subdivision, Family	\$100
Subdivision, Major	\$750 base + \$50 per new lot (minimum \$800)
Subdivision, Minor	\$200 base + \$25 per new lot (minimum \$250)
<b><u>ZONING FEES</u></b>	
Entertainment Permit	\$150
Rezoning	\$1,000 base + \$300 per additional parcel
Site Plan Review	\$300
Special Use Permit (SUP)	\$1,000
Text Amendment	\$300
Zoning Business Permit	\$20
Zoning Setback Permit	\$20
Zoning Verification Letter	\$20
<b><u>ENVIRONMENTAL FEES</u></b>	
Erosion & Sediment Review	\$300
Land Disturbing Permit, Commercial	\$150
Land Disturbing Permit, Residential	\$100
Water Quality Impact Assessment	\$100
Wetlands/Bay Board Hearing	\$1,000
<b><u>VARIANCE &amp; APPEAL FEES</u></b>	
Appeal, Board of Zoning Appeals	\$1,000
Variance, Administrative	\$300
Variance, Board of Zoning Appeals	\$1,000
<b><u>MISCELLANEOUS FEES</u></b>	
Black and White Copies	\$0.25 per page beyond four (4) pages
Color Copies	\$0.50 per page beyond two (2) pages
Plotter Copies	\$5.00 per sheet
Engineering/Blue Print Copies	\$2.00 per sheet
E-911 Address Book	\$30.00