

Special Exception Application Packet

Revised April 2018



Caroline County Department of Planning and Community Development
233 West Broaddus Avenue
Bowling Green, VA 22427
www.co.caroline.va.us

Phone: 804-633-4303 Fax: 804-633-1766



Caroline County Special Exception General Information

The Department of Planning and Community Development has established this application packet to provide an overview as to the process associated with applying for a special exception in Caroline County.

Special Exception

A special exception is required when some uses, which because of their unique nature or impact on adjacent land uses, are not permitted by right, but may, under certain conditions be deemed acceptable in certain locations. If you have questions about the intended use and whether it is allowed, please call the Planning Department prior to filling out the application.

The special exception process is a public hearing process. The application is first heard by the Planning Commission, which will forward a recommendation of either approval or denial to the Board of Supervisors. The recommendation might also include conditions intended to reduce any potential negative impacts of the proposed use on surrounding properties. The Board of Supervisors will ultimately decide whether to approve or deny the application for a special exception permit and whether any conditions on the use should be included.

Initial Consultation

Call the County Department of Planning and Community Development (DPCD) to discuss your proposal. The Applicant should discuss the proposed special exception with staff prior to initiating any work on the application to discuss zoning regulations, potential conditions, design and uses. The Applicant should bring as much information to this meeting as possible, including site layout, plans, designs, and any other details that might be relevant.

Procedure

Once an application is submitted to the County, it is reviewed by DPCD staff to ensure that all required application information has been provided. If a Traffic Impact Analysis (TIA) is required by VDOT for the application, it will need to be submitted at the same time or prior to the application. Once the application is deemed complete, it will be considered by a Technical Review Committee (TRC). The TRC review will occur approximately six weeks after submission of the completed application to allow adequate time for review comments to be received.

After the TRC meeting, all committee comments are gathered and returned to the applicant. Sometimes the comments require another meeting between staff and the applicant prior to the application being heard by the Planning Commission to address the concerns of various agencies and departments.

After the TRC meeting (and assuming no further meetings with staff are necessary), the application will be placed on the Planning Commission agenda, at which time a public hearing on the application will be held. The date of the public hearing before the Planning Commission should generally be known after the application is deemed complete. During the public hearing, members of the public will have the opportunity to speak for or against the application. Once the public hearing has been closed, the Planning Commission can defer the application (i.e., so that additional information can be provided or staff can work with the applicant to answer any questions of the Commission) or it will make a motion to forward a recommendation to approve or deny the application to the Board of Supervisors.

Once the Planning Commission takes action on the application, it will be forwarded to the Board of Supervisors for authorization to advertise for public hearing. Once authorization is given, the Board will hold another public hearing, allowing the public to again speak for or against the application. After the public hearing is closed, the Board of Supervisors may defer action on the application to another meeting, or it may approve or deny the application as it deems appropriate, including the imposition of any conditions deemed appropriate by the Board.

Important Factors

The following is a list of information that may need to be explained in the application and may be requested by the Planning Commission or Board of Supervisors during the course of the public hearing process:

- Development Standards in accordance with Article XV, Section 8 of the Zoning Ordinance
- Hours of operation
- Provisions for adequate parking and access to public rights of way
- Protection of surface and groundwater
- Site lighting
- Provisions for adequate water and sewer facilities
- Noise, dust, odor, and smoke abatement
- Location, size, height and design of buildings, walls, fences, landscaping and buffers
- Underground utilities
- Setbacks
- Performance bonds
- Other special exceptions, rezonings, and variances granted on the property

If you have further questions please feel free to call the Department of Planning and Community Development at (804) 633-4303.

Special Exception Applicant Checklist



- Payment (Checks payable to Treasurer of Caroline County):
 - Cell Tower - \$4,000
 - Any other use - \$2,000 + 50/acre
 - Renewal of Special Exception – ½ base fee + 50/acre
 - Deferral - \$150 + advertising costs
- Completed Land Development Application
- 21 copies of the General Development Plan (GDP) with the attached General Development Plan Checklist
- Digital of the General Development Plan (GDP)
- Architectural renderings
- Deed for the property(ies) subject to the application identifying the owners of the property
- Copy of the written metes and bounds for the subject property(ies)
- Accurate plat of the property, no larger than 11x17, scale of 1"=100' or less
- Satisfactory evidence that any delinquent real estate taxes owed to Caroline County have been paid in accordance with Section 15.2-2286 of the Code of Virginia
- Narrative to address the following:
 - Description of the proposed use
 - Impact on character and established pattern of development of the area
 - Impact on adjacent properties
 - Building location & height, walls, fences, and existing/proposed landscaping
 - Impact on public health, safety or welfare of persons in the area
 - Conformance with the Comprehensive Plan
 - Impact on air quality, surface and groundwater quality and quantity
 - Anticipated traffic impacts, both vehicular and pedestrian
 - Previous rezonings, specials exceptions, or variance requests on the property
- Traffic Impact Analysis (TIA) as required by VDOT
- Fiscal impact analysis of the revenues & costs of the development to the County
- Other information as required by Article XV, Section 8 (Development Standards)



General Development Plan Checklist

To be completed by the surveyor/engineer & returned with the application

- GDP shall not exceed 30x42 and shall be folded in a size not to exceed 11x17
- Title block denoting type of application, name of the project, tax map(s), and street address(es)
- Name, address, email and phone number for applicant
- Name, address, email, phone, signature and registration number of the plan preparer, and the preparation date of the plan
- Present zoning and principle use of the subject parcel(s) and adjoining parcels
- Property boundaries 1" = 100'
- Area of the parcel(s) associated with the application
- Scale and north arrow
- Roads, streets, public rights of way, including widths and names
- Distance to all major intersections within one half mile of the proposed development
- Vicinity map showing the location of the property(ies), 1" = 2000'
- Any lakes, streams, rivers, wetlands or other bodies of water
- Location and dimensions of access points from the state road, inter-parcel connections, and pedestrian and bicycle pathways
- Historic buildings, sites, and/or cemeteries
- Overlay Districts
- General location, dimensions, height, number of floors and setbacks of all existing and proposed buildings, structures and other improvements
- Estimated vehicle trips per day generated by the proposed use

- Location of water and sewer connections or well & septic fields
- Location, size and design of all signs
- Approximate limits of any 100-year floodplain and Chesapeake Bay Preservation Areas
- Location of roads, streets and travel ways to provide vehicular traffic circulation, and proposed classifications of streets and right of way requirements
- Topographic information in intervals of no more than two feet
- General landscaping plan, including buffering and screening
- Approximate location and identification of all significant natural or noteworthy features including, but not limited to, historical, archaeological sites, cemeteries, and existing trees with a trunk diameter greater than six (6) inches dbh.
- The location and functional relationship of all land uses including the types, density, and number of units for each phase within the development.
- The general location of proposed open space and the type of ownership propose.
- The type and general location of all required active recreational areas and the location of passive recreational areas to include trails, lakes and parks
- The proposed phasing and sequence of the development plan for each phase, the residential density, approximate type and number of dwelling units the percentage of each land bay to be occupied by structures and the types, floor area ratio and general design standards for all commercial or industrial uses
- The approximate limits of clearing and grading for each separate tract or development sub area

Surveyor/Engineer Signature: _____ Date: _____



PLANNING & DEVELOPMENT APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

233 WEST BROADDUS AVENUE

BOWLING GREEN, VA 22427

(804) 633-4303

WWW.CO.CAROLINE.VA.US

DATE SUBMITTED: _____

CASE NUMBER: _____

*NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.

1. TYPE OF REQUEST

REZONING: FROM _____ TO _____

PROFFER AMENDMENT _____
(REZONING CASE #)

SPECIAL EXCEPTION: _____
(ORDINANCE SECTION)

SITE PLAN: _____ MAJOR _____ MINOR

VARIANCE: _____

ADMINISTRATIVE APPEAL _____

COMP. PLAN AMENDMENT _____

OTHER _____

SUBDIVISION (MAJOR)

_____ PRELIMINARY _____ FINAL

_____ CONCEPT

SUBDIVISION (OTHER)

_____ MINOR _____ BLA/VACATION

_____ FAMILY

2. PROPERTY INFORMATION

TAX MAP NUMBER _____

CURRENT ZONING _____

ACREAGE OF REQUEST _____

TOTAL ACREAGE _____

PHYSICAL ADDRESS/LOCATION _____

VOTING DISTRICT _____

UTILITIES: _____ PUBLIC _____ PRIVATE _____ EXISTING _____ NEW

3. APPLICANT / OWNER INFORMATION

OWNER OF RECORD:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

APPLICANT:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

AGENT/DEVELOPER/ENGINEER:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

MAIN POINT OF CONTACT:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

4. I/WE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE COUNTY MAY APPROVE, CONDITIONALLY APPROVE, OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

_____ OR _____
 OWNER SIGNATURE AGENT/APPLICANT SIGNATURE

_____ _____
 OWNER'S NAME AGENT/APPLICANT NAME

_____ _____
 DATE DATE

5. FEE SCHEDULE

REZONING	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
PROFFER AMENDMENT	_____	+	(_____ X <u>\$100</u>) = _____	
	BASE FEE		NO. OF REQUESTS \$/REQUEST	TOTAL
SPECIAL EXCEPTION	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MAJOR	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MINOR	<u>\$400</u>	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
COMP PLAN AMENDMENT	_____	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
VARIANCE/ADM. APPEAL	<u>\$600</u>	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
SUBDIVISION: MINOR			\$250 - MINOR \$200 - BLA \$100 - VACATION	= _____
TYPE: _____			\$200 + \$50 PER NEW LOT - FAMILY	TOTAL
SUBDIVISION: MAJOR	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		NUMBER OF LOTS \$/LOT	TOTAL
CONCEPT PLAN	<u>\$250</u>	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
OTHER	_____	X	_____	= _____
				TOTAL

CHECK # _____ CASH CHARGE RECEIPT # _____

REVIEW BY / COMMENTS: _____

