

SUP Application Materials

**No Construction OR
New Commercial Construction
4,999 square feet or less**

Apply on [Online Service Portal](#) & Submit:

- 4 site plans
- Narrative – 4 copies
- Letter of Consent (if applicable)
- \$500

**New Commercial Construction
5,000 square feet or more**

Apply on [Online Service Portal](#) & Submit:

- 4 site plans
- Narrative – 4 copies
- Letter of Consent (if applicable)
- \$700

Planned Unit Development

See Zoning and Subdivision Administrator

Telecommunications Antennas/Towers

Apply on [Online Service Portal](#) & Submit

4 copies of:

- Inventory of Existing Facilities
- Scaled Plan, Scaled Elevation View, Supporting Drawings; Calculations & Other Documentation
- Site Photographs
- Engineering Report
- Co-location Policy
- Propagation Maps

\$7,000

For a complete review of the Special Use Permit process and other regulations, access our Zoning Ordinance at:

www.co.campbell.va.us

Once there click **Government Information**, then **County Code**. Zoning information can be found in Chapter 22.

**Campbell County
Community Development Department
Planning, Zoning, & Subdivision Office**

85 Carden Lane
PO Box 100
Rustburg, VA 24588

Phone (434) 332-9780

Fax (434) 332-9693

Campbell County



SPECIAL USE PERMIT PROCESS

Special Use Permit Applications

FIRST STEPS

Before deciding to apply for a Special Use Permit, compile the following information:

1. Current Zoning
2. Current Property Owner
3. Intended use of the property
4. Location and use of existing buildings on site
5. Location and size of proposed buildings on site
6. Available utilities
7. Entrance approval from VDOT
8. Traffic study from VDOT or Campbell County (if required)
9. Use of surrounding properties

A pre-application meeting with the Zoning and Subdivision Administrator is highly encouraged. During this meeting it will be confirmed that the intended special use is consistent with the zoning ordinances. Also to be discussed are review processes, required documents, and the number of site plans and other materials necessary to file the official application.

The pre-application meeting can be arranged by contacting the Planning Office at (434) 332-9780.

THE PROCESS

The Special Use Permit process generally takes 90 days or more depending on when the official application is filed and the scope of the proposed development. During this process, the request is presented to the **Planning Commission for a recommendation** and to the **Board of Supervisors for final action**. Each body meets separately and each holds a public hearing where you or your representative must be present. Upon application, the Zoning and Subdivision Administrator will advise you of your scheduled meeting dates and times. The Board of Supervisors may make a final decision immediately following the public hearing; however, they have up to 30 days after the public hearing to make a decision.

The Planning Commission may recommend, and the Board may impose, conditions on granting the special use permit as long as those conditions are directly related to the proposed use of the property. Conditions are often recommended to address concerns raised by others in the community. Applicants are encouraged to contact neighboring property owners to determine if there are concerns that can be alleviated early in the planning stage. This may reduce opposition expressed during the formal public hearings and improve the chances for permit approval.

For new commercial construction of 5,000 square feet or greater, a review of the development is required by the **PEC (Project Evaluation Committee)**. This review will take place prior to the Planning Commission meeting.

✓ **PEC Application Fee: \$200**

WHAT'S NEEDED

Prior to an official application for a Special Use Permit the following submittals are required:

- **Site Plan**

This must be prepared by a **licensed engineer, architect, or surveyor** and must have the licensee's seal and signature, or must be clearly marked "Preliminary" by the licensee. All copies are required at the time of application (number of copies are determined by the Zoning and Subdivision Administrator – see the enclosed chart for more information).

- **Narrative**

This is a typed document that states the reason you are requesting the Special Use Permit and other specifics about your request.

- **Letter of Consent**

If you are not the property owner you *must* have a letter, signed by the current property owner, giving you permission to act as his or her Agent.

- **Application Fee**

\$ 500

Once the site plan has been prepared, all required copies have been obtained, and all other required documentation is gathered, an appointment with the Zoning and Subdivision Administrator is **required** to file the official Special Use Permit application. This appointment can be made by calling the Planning Office.

