



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 \_\_\_\_\_

Choose **one** from the following:

- Zoning Certification/Determination
- Sign Permit/Temp./Refacing
- Variance/Appeals to PC/BZA
- Request Address
- Rezoning/Proffer Revision
- Special Use Permit
- Special Exception
- Ordinance Revision
- Agricultural and Forestal (check one)
  - Withdrawal
  - Add
  - New District
- Telecommunication Tower

**Applicant Name**

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner Name**

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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

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

Description of Request (attach any supporting documentation or sketches, etc.)

Applicable Zoning Ordinance Section(s)

Applicable Reference of Current Comprehensive Plan or Land Use Map

Zoning Administrator Comments:

**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)

**Additional Requirements for the following Applications:**

**Zoning Certification:**

- Select:
  - New Business
  - Change of Use or Ownership
  - Non-Conforming Use
- Project Name and Type of Business
- Previous Business and Type of Business
- Length of Vacancy
- Documentation showing that this property qualifies for non-conforming status. The burden of proof for demonstrating non-conforming status is the responsibility of the applicant.
- Description of the proposed use

**Sign Permit:**

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

- 10 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 on a floppy disk or c.d. in PDF or jpeg format
- Submit an inventory of Adjoining Property Owners and current mailing address using Excel format (current information can be found at the Commissioner of the Revenue's office)
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3<sup>rd</sup> 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 4<sup>th</sup> 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

**Request for Address:**

- Site Sketch on a Plat showing the proposed driveway
- Show the nearest driveway across the street from the proposed driveway and list its number
- Show the driveways on each side of the proposed driveway and list their numbers

**Rezoning:**

- 15 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 on a floppy disk or cd in PDF or jpeg format
- Submit an inventory of Adjoining Property Owners and current mailing address using Excel format (current information can be found at the Commissioner of the Revenue's office)
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3<sup>rd</sup> 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:**

- 15 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 on a floppy disk or cd in PDF or jpeg format
- Submit an inventory of Adjoining Property Owners and current mailing address using Excel format (current information can be found at the Commissioner of the Revenue's office)
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3<sup>rd</sup> 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

**Ordinance Revision:**

- List of applicable Zoning Ordinance Sections
- Written justification of the request
- Submit documentation and sketches on a floppy disk or c.d. in PDF or jpeg format
- The completed application with **ALL** supporting documentation must be submitted by 3:00 pm on or before the 3<sup>rd</sup> 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

NOTE \* See attached Fee Schedule

**Fee Schedule: As of 12/13/11**

<u>Item</u>	<u>Fees</u>
Accessory Apartment	\$100
Address Request	\$25
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	\$30
Copies: Subdivision Ordinance	\$5
Copies: Zoning Ordinance	\$15
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/Setback Fee	\$100
Zoning Certification/Determination/ Confirmation Letter	\$100
Zoning Certification for Home Occupation	\$25
Zoning Text Amendment (Ord. Rev.)	\$500