
What are Special Use Permits?

They allow certain uses to locate in a zoning district. The uses are found in the Zoning Ordinance under “Use Regulations” of each district.

* * * * *

Who issues Special Use Permits?

The Board of Zoning Appeals (BZA) issues special use permits.

* * * * *

What are the requirements for Issuance of a Special Use Permit?

1. The proposal as submitted or modified will not affect adversely the health, safety, or welfare of persons residing or working in the neighborhood of the proposed use.
2. The proposal will not be detrimental to public welfare or injurious to the property or improvements in the neighborhood.
3. The proposal as submitted or modified will conform to the Comprehensive Plan and the purposes and the expressed intent of the Zoning Ordinance.

* * * * *

What must be submitted to apply for a Special Use Permit?

- A completed “Application of Board of Zoning Appeals,” which is available at the Department of Development.
- A site plan, if required, in accordance with Article 16 of the Zoning Ordinance, including the front, rear, and side elevations and floor plans of the proposed buildings.
- A \$200 application fee.

* * * * *

What is the process for obtaining a Special Use Permit?

1. The application, site plan, and fee are submitted to the Department of Development.
2. The Department will submit special use applications to the Board of Zoning Appeals (BZA) for approval at a public hearing.
3. After reviewing the application, the BZA will approve it, approve it with conditions, or deny it. A favorable vote of three (3) out of the five (5) Board members is necessary for decision.
4. If the BZA grants the permit, it is only valid for the specific use it covers in the specified location.

* * * * *

How long does the process take?

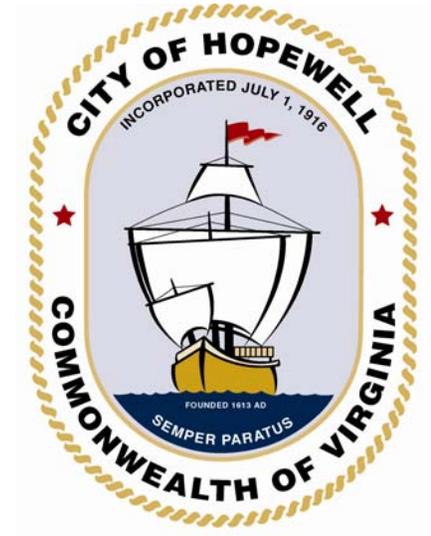
The special use permit application process usually takes two (2) months.

* * * * *

For more information contact:

Department of Development
300 N. Main St.
Hopewell, VA 23860
(804) 541-2220

Special Use Permits



Land Development Brochure

Updated July, 2004
