



Conditional Use Permit Application

County of Henrico, Virginia
Department of Planning

Post Office Box 90775, Henrico, VA 23273-0775 Shipping: 4301 East Parham Road, Henrico, VA 23228 Phone: (804) 501-4602 Fax: (804) 501-4379
Email: planning@henrico.us <http://henrico.us/planning>

Property Address: _____ Current Zoning: _____

Parcel Number (GPIN): _____ Magisterial District: _____

Subdivision: _____ Section: _____ Block: _____ Lot: _____

Request for a conditional use permit pursuant to Section _____ of Chapter 24 of the Henrico County Code

Proposed use: _____

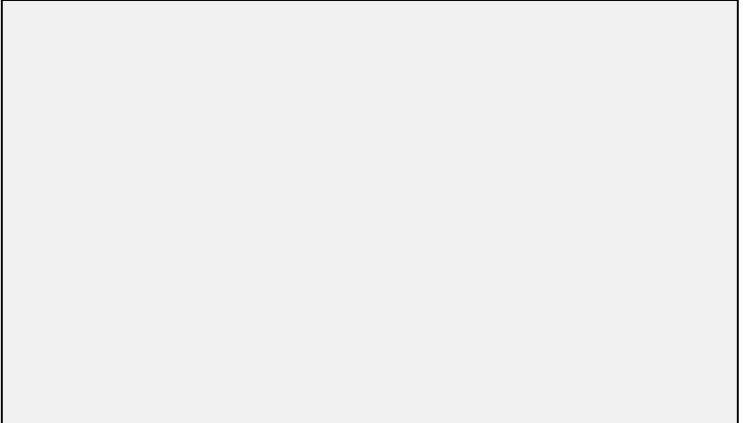
Owner:	Phone:
Address:	Fax:
	Email:
City/State/Zip:	Owner's Signature:

By signing this application the property owner authorizes the members of the Board of Zoning Appeals and County employees to enter the property during normal business hours in the discharge of their duties in regard to this request.

Applicant:	Phone:
Address:	Fax:
	Email:
City/State/Zip:	

Representative:	Phone:
Address:	Fax:
	Email:
City/State/Zip:	

Two copies of a plan must be submitted with this application showing the size and location of the lot, the location and dimensions of the proposed building or structure, and the location and dimensions of any existing structures on the lot.



OFFICE USE

Date Received:	Time Received:
PIV #:	Fee: \$
Accepted by:	Case #:

Please provide a complete description of the proposed use, building, structure, or activity:

IF TEMPORARY: Beginning date: _____ end date: _____

IF APPLICABLE: Hours of operation: _____

The Board of Zoning Appeals can grant a conditional use permit only if certain legal requirements have been met. The following questions are intended to help you show the Board that your request should be approved.

Please answer both questions completely. Attach additional pages if necessary.

1. How would this permit affect other property in the area? Would the proposed building or activity be visible from neighboring property?

2. Is this use generally compatible with the surrounding area? How is other property in the area used, and how will the proposed use fit in?

What is a conditional use permit and when should one be approved?

A conditional use permit authorizes a property owner to use property in a way that would otherwise not be allowed under the zoning ordinance. Applications for conditional use permit are reviewed by the Board of Zoning Appeals (BZA), a body of five citizens appointed by the Circuit Court. The BZA may grant a conditional use permit if it finds that the proposed use is consistent with the purpose of the comprehensive plan and the zoning ordinance, and will not have a substantial detrimental impact on other property.

For each zoning district, the zoning ordinance lists uses that may be allowed by conditional use permit. The Board can only authorize uses that are listed in the zoning ordinance. In addition, the zoning ordinance allows conditional use permits for exceptions to certain development standards, such as the location of accessory structures in the front or side yard of a one-family dwelling.

When the Board of Zoning Appeals approves a conditional use permit, it includes conditions such as expiration dates, hours of operation, or financial guarantees. Some of the conditions are standard and others are unique to each application. The conditions approved by the Board have the same force of law as any requirement in the zoning ordinance. It is important that the owner, applicant, and representative understand the conditions and agree to abide by them. Violation of the conditions may result in revocation of the conditional use permit.

Board of Zoning Appeals Procedure

All conditional use permit requests must be filed on the attached form. The owner of the property must sign the form, or submit a letter authorizing the applicant to sign it. Two copies of a plan must be submitted with the application showing the size and location of the lot, the location and dimensions of the proposed building or structure, and the location and dimensions of any existing buildings or structures on the lot.

Applications are processed according to a schedule of deadlines and public hearing dates that is published each year. The County is required to advertise applications in the Richmond Times-Dispatch and mail notices to the owners of all adjoining property.

The fee covers a portion of the cost of advertising, researching, reviewing and processing the application. If an application is withdrawn before the advertisement is prepared, the County may refund part of the fee. After the advertisement has been prepared, the fee cannot be refunded.

A staff report will be mailed to the representative in advance of the meeting. The representative must attend the public hearing to explain the request and answer questions. He or she should be familiar with the staff report, particularly the conditions recommended by the staff. At the hearing anyone may speak in favor or in opposition. Written comments may also be submitted.

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