

APPLICATION FOR
SPECIAL EXCEPTION PERMIT

COUNTY OF AMELIA
P.O. Box A
Amelia, VA 23002
804-561-3039

OFFICE USE ONLY
APPLICATION NO.

		Date Application Filed
		Date and Time of Hearing
		Disposition
Name of Applicant		Name of Representative
Address		Address
Phone No.		Phone No.
Property Description		Magisterial District
Location		Public Road Access
		Subdivision
Owner/Lessee		Section Lot
No. Of Parcels	Acreage	Are there any deed restrictions? [] Yes [] No
Deed Book/Page	Plat Book	If yes, attach copy of deed restrictions.
Date Acquired	Zoning District	Date restrictions expire:
Necessity of Request		

The applicant requests a permit to locate the following use on the above-described property:

as permitted by Section _____ of the Amelia County Zoning Ordinance. (Describe here what is intended to be done on or with the property. If a building is involved, a sketch or plan with photographic or other suitable description should accompany this application.)

Improvements Proposed

Describe briefly the improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used and/or renovated or additions are to be made to existing buildings.

Protection to Adjoining Property

Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

Enhancement of County

Why does the applicant believe that this requested change will be advantageous to the County? (Please substantiate with facts.)

Plan

Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on site, roadways, walks, off-street parking, and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and should be filed with the application.

Requirements and Instructions for Filing
Application for Special Exception Permit

The following must be filled out completely and submitted by the applicant,

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1. The Application Form must be filled out completely with full answers to every statement and question. The application may be signed by an agent or attorney or by the lessee, owner, or owners in front of a Notary Public in the space provided on page 4. Additional sheets may be attached, as necessary.
 2. Furnish a Site Plan for any cases involving expansion of an existing structure or construction of a new building. The plan shall consist of the following:
 - a. Plot plan or survey plat showing the dimensions of the property drawn to an appropriate scale.
 - b. Location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, and bodies of water.
 - c. Location and dimensions of proposed development including structures, types of uses, access drives, setbacks, easements, etc.
 - d. In the case of commercial and industrial developments, sketches and plans for proposed off-street parking and loading areas, signage, outdoor lighting, buffers and screening.
 3. The Application Fee required by Section 1-6 of the Amelia County Zoning Ordinance is \$300.00. This fee must be paid at the time of the filing of the application. This fee only partially covers the County's costs for advertising and processing the application through the various stages. Make checks payable to "Treasurer of Amelia County."
 4. Photographs of the property involved (not over 8 1/2" X 11 inches) to illustrate the conditions of the property under consideration are always helpful and are suggested as exhibits to accompany this application.

