



County of Washington, Virginia
Department of Zoning Administration

APPLICATION FOR SPECIAL EXCEPTION PERMIT
Non-Refundable Application Fee - \$50

The following items must be submitted with this form before application may be processed.
Please bring the following items with you when submitting your application form.

- 1. Copy of survey plat(s) and/or deed(s) to the parcel(s) requested for Special Exception Permit.
2. Completed Adjoining Property Owner(s) List form.
3. Completed Project Questionnaire included on page four of the application.
4. A site plan/development plan outlining features of the proposed use of the property.
5. A letter of favorable review for a commercial entrance permit issued by the Virginia Department of Transportation...

Additional Notes:

- Following approval of the Special Exception Application, your project may require additional permits issued through the Building and Development Services Department.
You are encouraged to contact the Planning Commissioner and Supervisor for your district to discuss your project.
You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name:
Applicant Contact Information:
Street Address or P.O. Box City/State/Zip Code
Home/Work Phone Number Mobile Number Email
Is the applicant the owner of the parcel(s) on which the Special Exception Permit will be used? Yes No

Owner Information

Owner Name:
Owner Contact Information:
Street Address or P.O. Box City/State/Zip Code
Home/Work Phone Number Mobile Number Email

Applicant and Owner Certification and Signature

NOTE: If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.
Applicant Signature: Date:
I THE UNDERSIGNED AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR SPECIAL EXCEPTION PERMIT, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).
Owner Signature: Date:

**Permit Information**

**Need help finding a parcel number?** Check the following sources: tax statements, deeds, or the county's online GIS map (<http://washcova.interactivegis.com/>). If you need help, please call county staff at (276)525-1390.

Applicant Requests Special Exception Permit for Use(s) and/or Activity(ies) on the Following Parcel(s):

**Parcel #1:** \_\_\_\_\_ Parcel Size: \_\_\_\_\_  
County Tax Map ID Acres/Square Feet Street Address of Existing Building located on Parcel (if any)

Current Parcel Zoning: \_\_\_\_\_

Current Parcel Use:  Agricultural  Commercial  Industrial  Residential  Vacant/Unused

A Special Exception Permit for Parcel #1 is requested pursuant to County Code Section \_\_\_\_\_ for the following use(s) and/or activity(ies):

Will the above take more than 24 months to complete?  Yes  No If 'Yes', how many months? \_\_\_\_\_

Applicant Requests Special Exception Permit for Use(s) and/or Activity(ies) on the Following Parcel(s):

**Parcel #2:** \_\_\_\_\_ Parcel Size: \_\_\_\_\_  
County Tax Map ID Acres/Square Feet Street Address of Existing Building located on Parcel (if any)

Current Parcel Zoning: \_\_\_\_\_

Current Parcel Use:  Agricultural  Commercial  Industrial  Residential  Vacant/Unused

A Special Exception Permit for Parcel #2 is requested pursuant to County Code Section \_\_\_\_\_ for the following use(s) and/or activity(ies):

Will the above take more than 24 months to complete?  Yes  No If 'Yes', how many months? \_\_\_\_\_

Applicant Requests Special Exception Permit for Use(s) and/or Activity(ies) on the Following Parcel(s):

**Parcel #3:** \_\_\_\_\_ Parcel Size: \_\_\_\_\_  
County Tax Map ID Acres/Square Feet Street Address of Existing Building located on Parcel (if any)

Current Parcel Zoning: \_\_\_\_\_

Current Parcel Use:  Agricultural  Commercial  Industrial  Residential  Vacant/Unused

A Special Exception Permit for Parcel #3 is requested pursuant to County Code Section \_\_\_\_\_ for the following use(s) and/or activity(ies):

Will the above take more than 24 months to complete?  Yes  No If 'Yes', how many months? \_\_\_\_\_

**Owner Information**

Owner Name: \_\_\_\_\_

**Adjoining Property Owner(s)**

**For County Use Only**

Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezone and/or special exception permit (this information is needed for comparison purpose and will be verified by county records):

County Tax Map ID  
Numbers

Name of Adjoining Property Owner Street Address of Adjoining Property (if none, list 'Vacant')

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**For County Use Only**

Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**Project Questionnaire**

Requests for special exception permits involve analysis by county staff, Planning Commission members and the Board of Supervisors members. The information provided below will help staff members to review the application for compliance with county regulations. The questionnaire will also serve as an introduction to Planning Commissioners and Supervisors as a copy of the application will be included in information delivered to each member prior to the meeting date.

Please use additional paper and attach photographs if necessary.

**Please provide a description of the site before and after development:**


**Please describe the operation proposed including number of employees and hours of operation.**


**Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).**


**Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.**


**Will your project require a permit from other licensing agencies (e.g. Department of Environmental Quality, Department of Mines, Minerals and Energy, Virginia Department of Social Services, Virginia Department of Motor Vehicles, Virginia Department of Motor Vehicles).**  
 Yes  No If yes, please explain.




**Frequently Asked Questions**

**What is a special exception permit?** A Special Exception Permit (SEP) permit authorizes a use that is not permitted by right in a particular zoning district. Special exception uses are generally consistent with the purpose of the zoning district but they may have impacts that warrant case-by-case review to ensure it is appropriate at the site proposed.

**What is the process?** Applicants submit an application for special exception to the Department of Zoning Administration by the last Friday of the month to meet the deadline for the following month's Planning Commission meeting. Applications are then considered at a public hearing before the Planning Commission which makes a recommendation for consideration by the Board of Supervisors.

**How long does the process take?** The process typically takes 2 to 3 months to complete from beginning to end. This timeframe can vary if an application requires additional time for review by the Planning Commission or Board of Supervisors.

**What happens during a public hearing?** All SEP applications require two public hearings, one by the Planning Commission and one by the Board of Supervisors. The Code of Virginia requires that a notice of public hearing be placed in the newspaper and sign placed on the property under consideration. All abutting property owners to your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

**What can I expect during the meetings?** At the time of your public hearing, the meeting Chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask county staff to provide a summary of the application. Following the staff summary, the applicant and those attendees in support and opposed to the project are invited to speak.

**Why is it important for the applicant to attend the public hearing?** During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Commission members and Interested parties in the audience.

**Typical Timeline**

**Step 1.** (Optional) Meet with county staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the special exception process.

**Step 2 .** Applications are always due on the last Friday of the month. A non-refundable application fee of \$50 is due upon submittal.

**Step 3.** Your application is reviewed by county staff for completeness during the first week of the month. Applicants are notified if there are any deficiencies.

**Step 4.** Complete applications are advertised for public hearing on the 2nd and 3rd Tuesday of the month.

**Step 5.** The Planning Commission meeting is held on the 4th Monday of every month. \*The May meeting is rescheduled to accommodate Memorial Day and there is no meeting in December.\*

**Step 6.** Board of Supervisors Public Hearing is scheduled, generally, for the second Tuesday in the following month.

**Step 7.** Approved applications may proceed with building permit application process.

**Contact Information**

**You may find the following numbers helpful during your application process:**

Zoning Department	276-525-1391
Planning Department	276-525-1345
County Attorney	276-525-1370
County Administrator	276-525-1300
Building & Development Services	276-525-1320
Washington County Service Authority	276-628-7151
Washington County Health Department	276-676-5604
VA Department of Transportation	276-669-6151
VA Department of Environmental Quality	276-676-4800
VA Department of Mines, Minerals, and Energy	276-676-4800
VA Department of Motor Vehicles	804-367-1100
VA Department of Social Services	276-676-5490
Bristol Virginia Utilities	866-835-1288
Atmos Energy	888-824-3434
Town of Abingdon	276-628-3167
Town of Damascus	276-475-3831
Town of Glade Spring	276-429-5134

**Board of Supervisors**

- Phillip McCall - 276-628-4536, pmccall@washcova.com  
A-11 Harrison District
- Randy Pennington - 276-944-3146, rpennington@washcova.com  
B-11 Jefferson District
- Charlie Hargis- 276-628-5597, chargis@washcova.com  
C-11 Madison District
- Wayne Stevens - 276-274-7486, wstevens@washcova.com  
D-11 Monroe District
- Mike Rush - 276-492-3044, mrush@washcova.com  
E-11 Taylor District
- Saul Hernandez - 276-525-0902, shernandez@washcova.com  
F-11 Tyler District
- Dwayne Ball - 276-335-9225 - dball@washcova.com  
G-11 Wilson District
- Planning Commission**
- Joe H. Hutton - 276-623-9200, hokie480@hotmail.com  
A-11 Harrison District
- Paul Widener - 276-676-3418, pwide001@gmail.com  
B-11 Jefferson District
- Bill Gibson - 276-696-9461, wgibson@washcova.com  
C-11 Madison District
- Bruce W. Dando - 276-356-1164, brucedando@comcast.net  
D-11 Monroe District
- Ron Edins - 276-475-3232, localron@gmail.com  
E-11 Taylor District
- Christina Rehfuss - 276-644-4786, crehfuss@gmail.com  
F-11 Tyler District
- Dulcie Mumpower, 276-669-5993  
G-21 Wilson District