



# Surry County, Virginia

## Conditional Use Permit: Procedures

### Why do I need a Conditional Use Permit?

Surry County Zoning Ordinance allows certain land uses in a district, and will grant other uses with a Conditional Use Permit, if the use is determined to be suitable at the specific location due to its intensity, disturbance, appearance, conflict or other factors.

### What is the procedure for obtaining a Conditional Use Permit?

1. Please schedule a pre-application meeting with the Planning and Zoning Department to review your application and discuss any questions that you may have.
2. Application for conditional Use permits can be obtained from the Planning Department located at the Surry County Government Center.
3. Complete the application and submit the appropriate fee(s).
4. Attach any supporting material such as site plans, topographic utility easement maps, etc., with the completed application.
5. Once the application is complete, Planning Staff will:
  - . Schedule your request on the Planning Commission's agenda for a Public Hearing
  - . Advertise the Public Hearing in a local newspaper twice - no more than 21 days or no less than 6 days - before the Public Hearing.
  - . Send written notice to all property owners within a radius of 200 foot of the affected property no more than 20 days and no less than 10 days before the Public Hearing.
  - . Review your application, which generally includes a site inspection, verification for compliance with County codes

and ordinances, and the impact on public health.

. Prior to the meeting, you will be sent a copy of the Planning Staff's report, which will include the application's strengths and weaknesses.

6. At the scheduled Public Hearing, your application will be presented to the Planning Commission for their consideration and recommendation. You or a representative should attend the Public Hearing to answer any questions regarding the application.
7. Following the Planning Commission's approval or denial, your application will be placed on the Board of Supervisors' agenda for Public Hearing. The same notification procedures as outlined above will be followed. If the staff report is updated to reflect questions raised by the Planning Commission, a revised report will be sent to you.
8. The Board of Supervisors will hold the Public Hearing as scheduled, and make a determination to approve the permit with conditions or deny the permit.
9. You will be notified in writing of the Board of Supervisors' decision. If denied, you must wait at least one year to re-submit the application, unless significant changes are made.

### Can I appeal the Board of Supervisors' decision?

Yes, you may appeal its decision to the Circuit Court.

### How long is the permit valid?

Indefinitely, unless the Board places a time limit condition on the permit. Also, if an approved conditional use is not initiated within 2 years, the Board may revoke the permit.

### Will I need other permits?

You may need Site Plan approval, a Building and Zoning permit, a Land Disturbing permit, and a Health Department permit (for a septic tank and well).

For additional information or questions  
please contact the Planning Department  
757-294-5210.