

# Town of Gordonsville, Virginia



## CONDITIONAL USE PERMIT APPLICATION PACKAGE

- Procedures for processing Conditional Use Permit request application and site plans
- Conditional Use Permit Application Form
- Attachment A – Conditional Use Permit – Town requirements
- Attachment B – VDOT Final Site Plan Requirements
- Attachment C – VDOT Traffic Impact Analysis Guidelines
- Attachment D – VDOT pre-scope of work meeting form
- Attachment E - Fee Schedule
- Process check list

## Procedures for Conditional Use Permit Request

1. The Town of Gordonsville **strongly encourages** a preliminary meeting be held with representatives of the Town and VDOT and any of the other review agencies that the applicant wishes to meet with prior to the submittal of an application package for a conditional use permit. Town staff will set up the preliminary site plan meeting upon receipt of the VDOT pre-scope of work meeting form. *(Please see Attachment D for the VDOT pre-scope of work meeting form).*
2. After the preliminary site plan review meeting the applicant must submit an original and twelve (12) copies of a completed application package along with the non-refundable application fee[s] *(please see Attachment E for the fee schedule)*. A completed package should include – conditional use permit application form, signed by the current property owner; site development plan; support documentation; all information listed on the VDOT Final Site Plan Check List; and a Traffic Impact Analysis (TIA) [if applicable]. *(Please see Attachment A and B for check lists of Town and VDOT requirements. See Attachment C for VDOT TIA guidelines).*
3. Town staff will review the application package for completeness and forward copies to VDOT, Orange County Community Development, and Rapidan Service Authority (RSA) for their reviews. The applicant will be responsible for all review fees assessed by other review agencies. *(Please see Attachment E for the fee schedule)*. After all comments are received from all review agencies staff will generate a comment letter. Staff and agency reviews take approximately four (4) to six (6) weeks. Information on Orange County's requirements is available by contacting the Orange County Community Development Office at 540-672-4347 or on their web site at [http://orangecountyva.gov/plan\\_and\\_zon/pform.asp](http://orangecountyva.gov/plan_and_zon/pform.asp) Information on RSA's requirements is available by contacting RSA at 800-468-1049.
4. Conditional Use Permit requests must be reviewed by the Town Planning Commission for recommendation to the Town Council. Staff will schedule Planning Commission review of the request after the staff has deemed that the conditional use permit application package is complete. Staff will need nine (9) copies of the application package for Planning Commission review. The applicant or a representative should attend the Planning Commission meeting. The Town Planning Commission usually meets on the fourth (4<sup>th</sup>) Monday of every month. The deadline for submittal for Planning Commission consideration is four (4) weeks prior to the Planning Commission meeting date.
5. The Planning Commission must report its action to the Town Council within sixty (60) days. The applicant will be advised of the Planning Commission's recommendation within thirty (30) days after the Planning Commission's action. *Recommendation for approval by the Planning Commission does not constitute a guarantee Town Council approval.*
6. Notice of the Planning Commission's decision will be provided to the applicant within thirty (30) days. Such notice will include the date of the Town Council public hearing. Staff will need eleven (11) copies of the application package for Town Council review. Town Council will conduct a public hearing on the conditional use permit request within sixty (60) calendar days of receiving the Planning Commission report.
7. Town Council will conduct a public hearing on the conditional use permit request within sixty (60) calendar days of receiving the Planning Commission report. The Town Council must take action within thirty (30) days of the Council public hearing.

Evaluation of a proposed conditional use or other special exception, the Town Council shall address the following:

- (a) The effect of the proposed use or special exception, on existing and projected traffic volumes in the neighborhood;
  - (b) The current and future need for the proposed use in the Town of Gordonsville;
  - (c) The character of the existing neighborhood and the effect of the proposed use or special exception on existing property values; and
  - (d) The impact of the proposed use or special exception on the health, safety, and welfare of the neighborhood.
8. Zoning Administrator will send official notice of Council's action in writing to the applicant.
  9. Additional information available in the Town of Gordonsville Land Development Ordinance, which can be found on the Town web site at <http://www.townofgordonsville.org/DocumentView.asp?DID=93> .



Town of Gordonsville, Virginia

Town Manager's Office  
Post Office Box 276, 112 West Main Street  
Gordonsville, Virginia 22942  
Phone - (540) 832-2233/ Fax - (540) 832-2449  
E-mail smartyn@gordonsville.org

**CONDITIONAL USE PERMIT APPLICATION FORM**

Date: \_\_\_\_\_

Tax Map Identification #: \_\_\_\_\_

**Property location and Identification**

Physical Address of site: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Agents Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Present Use & Zoning Classification (Check one)**

- R-1(Residential)    R-2(Multi-Family/Town House)    R-3 (Professional/Residential)    R-4 (Low Density Residential)
- B-1 (General Business)    B-2 (Restricted Business)    M-1 (General Industrial)    Ag (Agricultural)
- PUD (Planned Unit Development)

Current Use of Property: \_\_\_\_\_

**Requested Conditional Use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

*A copy of the approved site plan must be presented to the Orange County Building Inspector's Office to obtain a building permit. All construction shall conform to the Town of Gordonsville Land Development Ordinance and the Virginia uniform Statewide Building Code.*

*Certificate of Occupancy will require an approved Zoning Inspection.*

*Approved Zoning Permits are valid for six (6) months.*

## **Attachment A**

### **Conditional Use Permit - Town Requirements**

#### Site Plan Requirements:

- 1. Existing lot dimensions, density and setbacks.
- 2. Topography of the area.
- 3. Streets bounding and intersecting the area with right-of-way lines and street names.
- 4. Parking and site access plan.
- 5. Location, size, height, and use of existing & proposed structure[s].
- 6. Water and sewer systems layouts (*sewer requirements per Rapidan Service Authority*).
- 7. Drainage plan (*meeting requirements of the Orange County Community Development & VDOT*).
- 8. Location of private and public easements.
- 9. Location of water courses.
- 10. Grading plan.
- 11. Location and percentage of open space.
- 12. Location and size of recreation areas.
- 13. Outdoor lighting plan.
- 14. Pedestrian circulation plan.
- 15. Landscaping & Screening Plan.
- 16. Fencing Plan.
- 17. Natural amenities protection plan.
- 18. Community facility plan.
- 19. Recognized historic resources.
- 20. Land use and zoning classification of the area.
- 21. Location, zoning, name and address of abutting properties.

#### Support Documentation Required:

- 1. Written explanation of the conditional use that the applicant is seeking, including anticipated effects upon properties within the district(s) and a statement of the circumstances in the proposed district and the abutting districts and any other factors on which the applicant relies as reasons for supporting the proposed conditional use.  
  
Such statement must include the effect that the proposed use will have on existing and projected traffic volumes in the neighborhood; the current and future need for the proposed use in the Town of Gordonsville; the character of the existing neighborhood and the effect of the proposed use on existing property values; the impact of the proposed use on the health, safety, and welfare of the neighborhood.
- 2. The approximate time schedule for the beginning and completion of any development proposed.
- 3. A conceptual development plan indicating existing lot dimensions, proposed or existing locations of structures together with plans thereof, areas for off-street parking and loading, site access, names and right-of-way widths of the streets bounding and intersecting the area, topography, location of utilities, open spaces, public and private easements, water courses, fences, recreation areas, and recognized historic resources, and the land use and zoning classification of abutting properties.
- 4. A list of all adjoining property owners with their names and mailing addresses, including property located directly across the street.

**ATTACHMENT B**



**FINAL SUBDIVISION AND SITE PLAN CHECK LIST**

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_  
 DEVELOPER \_\_\_\_\_ PH. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
 ENGINEER \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 COUNTY \_\_\_\_\_ VDOT RESIDENCY \_\_\_\_\_

**GENERAL INFORMATION**

	Plan Sheet to Include	Yes	No	Reason for No
1	Site plan name.			
2	Date of plan.			
3	Standard cover sheet with surveying and mapping control information. Vicinity map (1"=2000') and title block information section completed.			
4	North arrow, designation of north orientation, match lines & sheet nos.			
5	Contour intervals every 5'.			
6	Boundary survey of record.			
7	Seal and signature on each sheet by a Virginia registered professional engineer or land surveyor.			
8	Show total acreage, current zoning, and proposed zoning by acres.			
9	Parcel identification, tax map, ref. numbers, owners names, present zoning, and use of all abutting parcels.			
10	Any waivers or zoning variances granted for the project shown on the plans.			
11	Master plan (all phases or proposed sections).			
12	Show site layout including lot nos. & acres, tabulate total no. of lots or units to acct. for site acreage.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
13	Show state route nos. & names on all existing streets to which connections are to be made. Also, all proposed street names.			
14	Show right-of-way lines, width, centerline, limits of construction, & pavement width.			
15	Set of general notes explaining details of plan.			
16	Written description of all plan revisions shall accompany all revised plans submitted for re-evaluation & approval.			
<b>GEOMETRICS</b>				
1	Location of entrance & distance measured to nearest intersection of state route or crossovers for field verification of sight distance.			
2	Radius of all curb returns to face of curb. On streets where curb & gutter are not required, indicate radius to edge of pavement.			
3	All proposed street frontage & intersection improvements.			
4	Proposed bldg. location, use, square footages & distance to property lines.			
5	Indicate all temporary turnaround construction with easements as indicated on preliminary plans.			
6	Show existing entrances, street connections, crossovers, etc., that are located along existing roadway that may be affected by the development.			
7	Existing & proposed rights of way, centerline, width, & route no.			
8	Crossover spacing & sight distance in both directions.			
9	Indicate lengths of existing & proposed deceleration, left & right turn storage lanes.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
10	Indicate right of way, centerline distance including curve data, delta, radius, arc, chord, tangent, & profile.			
11	Show sight distance at all street intersections & landscaping, sign placement & all obstructions that may affect or obstruct sight distance.			
12	Provide sufficient information on each proposed development street including estimated future traffic so that the Resident Engineer can approve functional classification before final design stage.			
13	Soils map information & actual tested CBR values under proposed roadway.			
<b>DRAINAGE</b>				
1	Show direction of drainage flow for streets, storm sewer, valley gutters, subdrains, & the like, & all existing streams.			
2	Show location of all streams or drainageway related to construction.			
3	Existing storm drainage system & proposed major drainage structures.			
4	Show 100-yr. flood boundaries, source of information, & square footage used.			
<b>UTILITIES</b>				
1	Show all existing utilities & if within limits of proposed right of way.			
2	Provide any notes or information necessary to explain intent & purpose of utilities or adjustment of existing utilities.			
3	Existing & proposed easements, width, & use. Note certifying applicant has right to use existing ingress easement to make any proposed improvements.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
4	Existing sanitary sewer, waterline, fire hydrants, & other existing utilities.			

### TRAFFIC ANALYSIS

1	Apts., townhouses, or time-share units should include no. of units & how parking will be handled.			
2	Traffic analysis for development on existing & proposed facility. Level of service with & without proposed development. Must include existing & buildout year.			
3	Intersection analysis including need for signalization, channelization, turn lanes, & modification of existing signals.			
4	Recommendations for roadway improvements to accommodate existing traffic & proposed traffic generated by development.			
5	Indicate any notes or information necessary to explain intent & purpose of proposed traffic analysis.			
6	Traffic counts, left/right turn movements, & typical street section. Traffic impact study, if required.			

### TRAFFIC IMPACT ANALYSIS REPORT CONTENTS

1	Introduction. A. Site & study area boundaries. B. Existing & proposed site uses. C. Existing & proposed nearby uses. D. Existing & proposed roadways & intersections.			
2	Analysis of existing traffic conditions. A. Daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
3	Analysis of future conditions without development. A. Daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
4	Trip generation.			
5	Trip distribution/direction split.			
6	Traffic assignment/turning movements.			
7	Analysis of future conditions with development. A. Future daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
8	Recommended Improvements. A. Proposed recommended improvements. B. Capacity analysis at critical points. C. Levels of service at critical points.			
9	Conclusion.			

### OTHER

1	Name of any previously approved plan must be referenced on plans.			
2	Certification by submitter that plans conform to all VDOT design standards, as well as county ordinances, comprehensive plans & regulations.			

**Certification**

I certify that the above stated information is included in the attached plans.

\_\_\_\_\_  
Engineer's Signature

\_\_\_\_\_  
Date

**ATTACHMENT C**

## Chapter 527 Traffic Impact Analysis Requirements

Process		Threshold	Review Process*	Fee**
Comprehensive Plan and Plan Amendments		5,000 VPD on state-controlled highways, or  Major change to infrastructure / transportation facilities	Application submitted to VDOT for review and comment  VDOT may request a meeting with the locality within 30 days  Review to be completed in 90 days or later if mutually agreed	\$1000 covers first and second review  (No fee if initiated by locality or other public agency)
Rezoning	Residential	100 VPH on state-controlled highways, or  100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or  200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application submitted to VDOT for review and comment  VDOT may request a meeting with the locality and applicant within 45 days  Review to be completed in 45 days if no meeting is scheduled or within 120 days otherwise  NOTES:  1. When a related comprehensive plan revision and rezoning proposal are being considered concurrently for the same geographical area, then only a rezoning TIA package is required.	For first and Second review:  \$500 - 100 VPH or less  \$1000 - more than 100 VPH  (No fee if initiated by locality or other public agency)
	All Other Land Uses ***	250 VPH or 2500 VPD on state-controlled highways, or  250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		
Subdivision Plat, Site Plan, or Plan of Development	Residential	100 VPH on state-controlled highways, or  100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or  200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application and Plans submitted to VDOT for review and comment.  VDOT may request a meeting with the locality and applicant within 30 days  Review to be completed in 30 days if no meeting is scheduled or within 90 days otherwise  NOTES:  1. Not required IF assumptions and conclusions remain valid in the Rezoning TIA submitted to VDOT in accordance with Chapter 527 (must include copy of previous TIS if rezoning approval is more than 2 years old) 2. Required IF a Rezoning TIA was NOT submitted to VDOT in accordance with Chapter 527 3. Required IF conditions analyzed in Rezoning TIA submitted to VDOT in accordance with Chapter 527 have materially changed such that adverse impacts to state-controlled highways have increased	For first and Second review:  \$500 - 100 VPH or less  \$1000 - more than 100 VPH  (No fee if initiated by locality or other public agency)
	All Other ***	250 VPH or 2500 VPD on state-controlled highways, or  250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		

\* For proposals generating less than 1000VPH the locality and/or applicant may request a Scope of Work Meeting with VDOT. For proposals generating 1000 VPH or more the locality and/or applicant shall hold a Scope of Work Meeting with VDOT.

\*\* Third or subsequent submissions require additional fee as though they were an initial submission.

\*\*\* For mixed use developments, a proposal is deemed to have significant impact if the trips associated with the residential component exceed 100 VPH, or if the total trips generated exceed either 250 VPH, or 2500 VPD.

**ATTACHMENT D**



**PRE-SCOPE OF WORK MEETING FORM**

Information on the Project  
Traffic Impact Analysis Base Assumptions

The applicant is responsible for entering the relevant information and submitting the form to VDOT and the locality no less than three (3) business days prior to the meeting. If a form is not received by this deadline, the scope of work meeting may be postponed.

<b>Contact Information</b>				
Consultant Name: Tele: E-mail:				
Developer/Owner Name: Tele: E-mail:				
<b>Project Information</b>				
Project Name:			Locality/County:	
Project Location: <small>(Attach regional and site specific location map)</small>				
Submission Type	Comp Plan <input type="checkbox"/>	Rezoning <input type="checkbox"/>	Site Plan <input type="checkbox"/>	Subd Plat <input type="checkbox"/>
Project Description: <small>(Including details on the land use, acreage, phasing, access location, etc. Attach additional sheet if necessary)</small>				
Proposed Use(s): <small>(Check all that apply; attach additional pages as necessary)</small>	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Mixed Use <input type="checkbox"/>	Other <input type="checkbox"/>
	<b>Residential Uses(s)</b> Number of Units: _____ ITE LU Code(s): _____ _____ _____ <b>Commercial Use(s)</b> ITE LU Code(s): _____ _____ _____ Square Ft or Other Variable: _____		<b>Other Use(s)</b> ITE LU Code(s): _____ _____ _____ Independent Variable(s): _____ _____ _____	
Total Peak Hour Trip Projection:	Less than 100 <input type="checkbox"/>	100 – 499 <input type="checkbox"/>	500 – 999 <input type="checkbox"/>	1,000 or more <input type="checkbox"/>

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

## Traffic Impact Analysis Assumptions

Study Period	Existing Year:	Build-out Year:	Design Year:
Study Area Boundaries (Attach map)	North:	South:	
	East:	West:	
External Factors That Could Affect Project (Planned road improvements, other nearby developments)			
Consistency With Comprehensive Plan (Land use, transportation plan)			
Available Traffic Data (Historical, forecasts)			
Trip Distribution (Attach sketch)	Road Name:	Road Name:	
	Road Name:	Road Name:	
Annual Vehicle Trip Growth Rate:		Peak Period for Study (check all that apply)	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SAT
		Peak Hour of the Generator	
Study Intersections and/or Road Segments (Attach additional sheets as necessary)	1.	6.	
	2.	7.	
	3.	8.	
	4.	9.	
	5.	10.	
Trip Adjustment Factors	Internal allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No Reduction: _____% trips		Pass-by allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No Reduction: _____% trips
	<input type="checkbox"/> Synchro <input type="checkbox"/> HCS (v.2000/+) <input type="checkbox"/> aaSIDRA <input type="checkbox"/> CORSIM <input type="checkbox"/> Other _____		
Traffic Signal Proposed or Affected (Analysis software to be used, progression speed, cycle length)			

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

Improvement(s) Assumed or to be Considered	
Background Traffic Studies Considered	
Plan Submission	<input type="checkbox"/> Master Development Plan (MDP) <input type="checkbox"/> Generalized Development Plan (GDP) <input type="checkbox"/> Preliminary/Sketch Plan <input type="checkbox"/> Other Plan type (Final Site, Subd. Plan)
Additional Issues to be Addressed	<input type="checkbox"/> Queuing analysis <input type="checkbox"/> Actuation/Coordination <input type="checkbox"/> Weaving analysis <input type="checkbox"/> Merge analysis <input type="checkbox"/> Bike/Ped Accommodations <input type="checkbox"/> Intersection(s) <input type="checkbox"/> TDM Measures <input type="checkbox"/> Other _____

NOTES on ASSUMPTIONS: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Applicant or Consultant

PRINT NAME: \_\_\_\_\_  
Applicant or Consultant

It is important for the applicant to provide sufficient information to county and VDOT staff so that questions regarding geographic scope, alternate methodology, or other issues can be answered at the scoping meeting.

**Attachment E**  
**Conditional Use Permit Application Fee Schedule**

Town of Gordonsville Application Fee: **\$200**.

Town of Gordonsville Engineering Review Reimbursement: Applicant is responsible for all costs associated with the Engineering review. **\$300** is due with the application. Any additional costs accrued by the Town will be billed to the applicant.

Town of Gordonsville Advertisement Cost Reimbursement: Applicant is responsible for all costs associated with the required advertisements. **\$175** is due with the application. Any additional costs accrued by the Town will be billed to the applicant.

Orange County Community Development Soil and Erosion Review Fee: **\$500** (*made payable to Orange County Treasurer*).

Rapidan Service Authority Sewer Collection System Review Fee: **\$0.50** - per foot of line (*made payable to Rapidan Service Authority*).

VDOT Traffic Impact Analysis Review Fee (if applicable): **\$1,000** (*made payable to Commonwealth of Virginia*).

**Conditional Use Permit process check list**

**Permit Number:** \_\_\_\_\_

**VDOT Pre-scope of work meeting form submitted to Town**                      **Date:** \_\_\_\_\_

**Pre-submission Meeting held?**    yes    no                      **Date:** \_\_\_\_\_

**Application package check list:**

Date application package submitted: \_\_\_\_\_

- Application Fee paid
- Application Form
- Site Development plan complete
- Supplemental Information
- Traffic Impact Analysis (if applicable)

**Date Development Plan submitted to engineering & outside agencies:**

Engineering \_\_\_\_\_  
VDOT \_\_\_\_\_  
Orange County Community Development \_\_\_\_\_  
RSA \_\_\_\_\_

**Date comments received from engineering & outside agencies:**

Engineering \_\_\_\_\_  
VDOT \_\_\_\_\_  
Orange County Community Development \_\_\_\_\_  
RSA \_\_\_\_\_

**Date staff comment letter(s) issued:** \_\_\_\_\_

**Planning Commission Review:**

Date of package delivered to the Planning Commission: \_\_\_\_\_

Date of Planning Commission review: \_\_\_\_\_

**Action Taken:**     Recommend Approval             Recommend Denial

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Planning Commission action reported to Town Council: \_\_\_\_\_

**Town Council Public Hearing and Review:**

Date Public Hearing notice sent to press: \_\_\_\_\_

Dates notices appeared in the newspaper: \_\_\_\_\_

Date joint property notices sent by staff: \_\_\_\_\_

Date meeting package delivered to Town Council: \_\_\_\_\_

Date Public Hearing held: \_\_\_\_\_

**Action Taken:**     **Approval**                                     **Denial**

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date approval letter sent to applicant: \_\_\_\_\_