



Westmoreland County, Virginia

Land Use Administration

P. O. Box 1000
Montross, VA 22520
Phone 804-493-0120 FAX 804-493-0604

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

SPECIAL EXCEPTION
APPLICATION to the ZONING CODE
(September 2008)

Case No: _____ Date Received: _____

Fee \$600: _____ Check #: _____ (submit with application - nonrefundable)

Assigned Date for: Planning Commission: _____ Board of Supervisors: _____

THIS APPLICATION IS INVALID IF NOT SIGNED BY ALL PROPERTY OWNERS OR THEIR AUTHORIZED AGENTS. PROPERLY COMPLETED AND EXECUTED APPLICATIONS, SUPPORT MATERIAL AND FEE MUST BE RECEIVED BY THE APPROPRIATE DEADLINE FOR CONSIDERATION AT THE NEXT AVAILABLE MEETING.

Property Location: _____
(Address)

Tax Map Identification: _____ Acreage: _____

Zoning District: _____ Magisterial District: _____

Owner: _____ Email: _____

Owner Address: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____ FAX#: _____

I/we respectfully request the consideration of a **SPECIAL EXCEPTION** in accordance with the Zoning Code requirements found in Article ____, Section: ____, Subsection: ____ and being further described as:

The following documents shall accompany this application for consideration:

1. Fourteen (14) copies of all documents.
2. Development plan showing the proposed site improvements intended to be placed upon the site.
3. Plot or Site plan with accurate dimensions of the parcel and showing all existing and proposed building(s) and structure(s) with their exact location on the property.
4. Boundary survey showing all applicable easements.
5. Floor plans of the existing and proposed addition to the principle (home) building.
6. Building elevation views of the existing and proposed construction.
7. Topography Map when required.
8. Other documentation you feel important for your case.

I/we hereby grant permission for staff, Commission, and Board members to go upon the property. I/we certify that the information presented on this application is true and correct to the best of my/our knowledge. I/we further understand that upon the review of the documents submitted, should it be determined that they do not meet the requirements, the application shall not be forwarded until the issues are resolved.

Owner: _____ Date: _____
(Signature)

Owner: _____
(Print)