



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**

(Last amended January 11, 2018)

Case #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fee \$600: \_\_\_\_\_ Check #: \_\_\_\_\_ (submit with application - nonrefundable)  
The fee for deferral shall be 50% of the original fee. Make checks payable to 'Treasurer of Westmoreland County.'

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: \_\_\_\_\_

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:

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

Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

(OVER)

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Applicant (e.g. prospective owner, if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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A pre-application meeting with staff is recommended. Call 804-493-0120 to schedule a date and time.

The following documents shall accompany this application for consideration:

1. Eighteen (18) copies of all documents.
2. Conceptual plan showing the property and all existing and/or proposed site improvements, preferably drawn by licensed professional (not necessarily sealed).
3. Boundary survey or legal description showing accurate dimensions of the parcel(s) and all applicable easements.
4. Floor plans of all existing and/or proposed building(s) that are to be part of the proposed use, if applicable.
5. Building elevation views of all existing and/or proposed building(s), if applicable.
6. Topographic map when required.
7. Other documentation that you feel important for your case.

I/we hereby grant permission for staff, Commission, and Board members to go upon the above 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 review of the documents submitted, should it be determined that they do not meet the requirements, the application shall not be forwarded until the issue(s) are resolved.

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Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_