



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

MAJOR SPECIAL EVENT **TO BE APPROVED BY BOARD OF SUPERVISORS**

(Last revised August 30, 2024)

Case No: _____

Date Received: _____

Fee \$500: _____ Check #: _____ (submit with application - nonrefundable)

Assigned Date for Board of Supervisors: _____

PROPERLY COMPLETED AND EXECUTED APPLICATIONS, SUPPORT MATERIAL, AND FEE MUST BE RECEIVED BY THE APPROPRIATE DEADLINE FOR CONSIDERATION AT THE NEXT AVAILABLE MEETING.

Property Address: _____

Tax Map Identification: _____ Acreage: _____

Zoning District: _____ Magisterial District: _____

Owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

Agent (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

I/we respectfully request the consideration of a **SPECIAL EVENT** in accordance with the Zoning Code requirements found in Article 4, Section 2, Subsection 3.3 and being further described as:

The following documents shall accompany this application for consideration:

1. Twelve (12) paper copies of all documents when it has been determined that Board of Supervisors approval is required, plus one (1) digital PDF for staff review.
2. Plot or Site plan showing the location of all existing structure(s), as well as the intended location of all activities proposed during the event.
3. Boundary survey showing accurate dimensions of the parcel and all applicable easements.
4. Floor plans of structures to be used for inside events (these can be hand-drawn).
5. Information related to existing and/or temporary water, food, and bathroom facilities.
6. Information on temporary signage, such as size and intended placement.
7. Details about intended security measures, if deemed necessary.
8. Location and description of any temporary lighting.
9. Other documentation you feel important for your case.

I/we hereby grant permission for staff 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.

*** THIS APPLICATION IS INVALID IF NOT SIGNED BY ALL PROPERTY OWNERS AND THEIR AUTHORIZED AGENTS.**

Owner Signature: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Agent Signature: _____ Date: _____

_____ Date: _____