



Special Exception Application

Updated November 2024

Stafford County Department of Planning and Zoning

1300 Courthouse Road

P.O. Box 339

Stafford, VA 22555

Phone: (540)-658-8668

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NOTICE

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act ("RLUIPA"), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.

SPECIAL EXCEPTION APPLICATION PACKET

- The following items are included within this packet:
 1. Pre-Application Conference Sheet
 2. Stafford County Code Section 28-351
 3. Application
 4. Owners Consent Form
 5. Application Affidavit
- Please be advised that applicants are required to schedule a meeting with the Zoning staff to submit their application. Appointments may be scheduled by calling the office of Planning and Zoning at 540-658-8668.
- Home & Rural Business applicants should contact the Commercial Plan Reviewer for any additional requirements at (540) 658-4508.
- If an application is withdrawn prior to the first public hearing, fifty (50) percent of the amount of the application fee may be refunded to the applicant.
- Fees are as follows:
 - Residential \$600.00 per Special Exception
 - Commercial/Industrial \$1,375.00 per Special Exception
- The Board of Zoning Appeals meets on the fourth Tuesday of every month. Applications must be received by the fourth Tuesday one month prior to the scheduled meeting.

SPECIAL EXCEPTIONS APPLICATION

PRE-APPLICATION CONFERENCE – CHECKLIST

Pre-Application conference date: _____

Owner and/or Applicant: _____

The following information must be submitted with the completed application and fee:

- ☐ Plat – 1 copy (may be obtained from the Clerk of the Circuit Court, if available)
- ☐ Sketch, Layout, Elevation, or other renderings
- ☐ Site Plans – 1 copy
- ☐ Completed Application
- ☐ Health Department Permit or Perk Test
- ☐ Owner's Consent Form (Provide if applicant is not the owner of the property)
- ☐ Application Affidavit
- ☐ Verification of Non-Delinquent Taxes (may be obtained from the Treasurer's Office)
- ☐ Other (Specify): _____
- ☐ Health Department Approval (if required)

Applications must be completed and returned no later than _____ in order to be heard at the meeting scheduled for _____. Meetings are held at 7:00 p.m. in the Board of Supervisors Chambers and you or a representative must be present.

NOTE: This form must be submitted with the completed application, affidavit, all of the above, and a fee of \$ _____.

Staff Member Signature

Sec 28-351. Grant of Special Exceptions.

- a. The Board of Zoning Appeals may grant special exceptions under this chapter upon finding that the use will not be detrimental to the character and development of adjacent land and will be in harmony with the purpose and intent of this chapter.
- b. An application for a special exception shall be submitted to the Zoning Administrator, who shall forward the same, along with such information that may be necessary, to the Board of Zoning Appeals.
- c. No special exception shall be granted, except after notice and hearings provided in Section 15.2-2204 of the Code of Virginia.
- d. If the Board of Zoning Appeals shall find that the use for which a special exception is sought shall be in accord with the following standards, it may grant the exception, provided that all other provisions law shall be complied with:
 - 1) The use shall not tend to change the character and established pattern of development of the surrounding area;
 - 2) The use shall be in harmony with the uses permitted by right under a zoning permit in the zoning district and shall not affect adversely the use of neighboring properties;
 - 3) The location and height of buildings, the location, nature and height of walls and fences and the nature and extent of landscaping on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;
 - 4) The use shall not affect the health or safety of persons residing or working in the neighborhood of the proposed use;
 - 5) The use shall not be detrimental to the public welfare or injurious to property or to improvements to the neighborhood;
 - 6) The use shall be in accord with the purpose of this chapter and the comprehensive plan for the county.
- e. Any use, building or activity legally in existence on the effective date of this chapter, shall not require a special exception, so long as such existing use, building or activity is not expanded or enlarged.

Should an application for a special exception be denied, at least one year shall elapse before another application of the same use on the same land is considered. The one year shall be counted from the date of denial.

- f. Should an application for a special exception be approved, unlike an approval for a variance, the special exception does not "run with the land."
- g. The Board of Zoning Appeals may require conditions for special exception approval. These conditions must be met before the special exception becomes effective unless County staff allows provisional activation of the special exception.

SPECIAL EXCEPTION APPLICATION

- ☐ Commercial Special Exception Application
☐ Residential Special Exception Application



APPLICATION # _____
(ISSUED UPON SUBMITTAL)

RECEIVED BUT NOT OFFICIALLY SUBMITTED:

DATE: _____ INITIALS: _____

OFFICIALLY SUBMITTED:

DATE: _____ INITIALS: _____

APPLICANT INFORMATION

NAME _____

ADDRESS _____ COUNTY / CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL ADDRESS _____

OWNER INFORMATION

NAME _____

ADDRESS _____ COUNTY / CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL ADDRESS _____

PROPERTY INFORMATION

TAX MAP # _____ SECTION _____ PARCEL/LOTS _____ LOT SIZE _____

SUBDIVISION _____ ZONING DISTRICT _____

EXISTING USE _____ PROPOSED USE _____

COMPREHENSIVE PLAN DESIGNATION _____ MAGISTERIAL DISTRICT _____

FOR OFFICE USE ONLY

APP APPROVED BY _____ DATE _____ FEES PAID: ☐ YES ☐ NO CASE # _____

FEE CALCULATIONS

☐ Special Exceptions Application

☐ Residential (\$600.00 x _____ # of special exceptions) \$ _____

☐ Commercial/Industrial (\$1,375.00 x _____ # of special exceptions) \$ _____

SUBTOTAL \$ _____

2.75% TECH FEE \$ _____

GRAND TOTAL \$ _____

If an application is withdrawn prior to the first public hearing, 50% of the amount paid may be refunded to the applicant.

Fees may be paid by: A check made payable to "Stafford County"

If mailing, mail to: ATTN: PLANNING DEPARTMENT
1300 Courthouse Rd. Suite 255
Stafford, VA 22555

GENERAL INFORMATION

A Special Exception is requested by the applicant for the following reason:

- ☐ Rural Home Business
☐ Home Business
☐ Flood Hazard Overlay District, Code Section: _____
☐ Other, please specify: _____

What type of business is proposed? _____

What are the days and hours of operation? _____

What is the number of employees employed by the business who do not reside on the premises? _____

Do the employees work on the premises or off-site? ☐ On Premises ☐ Off-site ☐ Both

What is the finished gross floor area of the primary dwelling? _____ square feet

If the existing dwelling will be utilized by the proposed use, what is the gross floor area of the area to be used for the business? _____ sq ft

Will there be a necessity to maintain outside storage? ☐ Yes ☐ No

If yes, please provide a general list of materials, equipment, and/or supplies: _____

Will the storage be placed within a structure, or will it be screened from adjoining properties or roadways? ☐ Enclosed ☐ Screened

Does screening currently exist or is it proposed? ☐ Existing ☐ Proposed

If proposed, please indicate location, type proposed, and a maximum height: _____

Will the business require fleet parking? ☐ Yes ☐ No If so, please provide the number of vehicles: _____

How many off-street parking spaces will be provided on the premises? _____

What is the anticipated volume of traffic expected on a daily basis? _____

SPECIAL EXCEPTION DESCRIPTION

Please provide a narrative, which provides specific information regarding the nature of the proposed use.

You may use additional sheets, if necessary:

AUTHORIZATION

Owner / Applicant's Signature

Date

Owner / Applicant's Signature

Date

- Was an Owner's Consent form provided? ☐ Yes ☐ No ☐ Not Required

OWNER'S CONSENT FORM:

(all owners must sign)

I/We, the Owner(s) of the property listed below, hereby grant permission
for the Applicant, _____
to seek a _____ as
requested in the Board of Zoning Appeals application relating to property
located at: _____,
on Assessor's Parcel(s) _____.

Owner's Signature

Date

Printed Name

Owner's Signature

Date

Printed Name

NOTARY

Commonwealth/State of _____

City/County of _____

Subscribed & Sworn

before me on this _____ day

of _____, 20____

by _____

and _____

Notary Public's Signature

My commission expires: _____

APPLICATION AFFIDAVIT

This form to be filed with:
BOARD OF ZONING APPEALS
1300 COURTHOUSE RD
STAFFORD, VIRGINIA 22555



INTERNAL USE ONLY:

Project Name: _____
 A/P #: _____
 Date: _____

All applicants for a special exception, a special use permit, conditional use permit, amendment to the zoning ordinance or variance shall make complete disclosure of the equitable ownership of the real estate involved in the application, including in the case of corporate ownership, limited liability company ownership or similar business ownership, the name of stockholders, officers, managing partners, general partners, owners and members, and in any case the names and addresses of all of the real parties in interest. The requirement of listing names of stockholders, officers and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders. In the event the ownership of the involved real estate changes in any respect during the time the application is pending, the applicant shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein. If the applicant is a contract purchaser, the ownership information required herein shall be provided for the contract purchaser in addition to the owner of the real estate involved in the application. This section applies to applications before the board of supervisors, planning commission and board of zoning appeals.

See Section 15.2-2289 for State Enabling Authority

1. Applicant Information

Name of Applicant: _____
 Name of Company: _____
 Address of Applicant: _____

 Applicant's Signature: _____
 Name of Agent: _____
 Address of Agent: _____

2. Type of Application:

☐ Conditional Use Permit ☐ Rezoning ☐ Variance ☐ Special Exception

3. Property Information:

Assessor's Parcel(s): _____
 Address: _____

4. Unless the equitable ownership is a corporation, limited liability company or similar business ownership, list all equitable owners of the property.

Name of owners	Address
_____	_____
_____	_____
_____	_____

5. If the equitable ownership of the property is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, shareholders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 shareholders.

Name of Members

_____	_____
_____	_____
_____	_____

6. Unless the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all individuals involved with the purchase of the property.

Name of owners

Address

_____	_____
_____	_____
_____	_____

7. If the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, shareholders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 shareholders.

Name of members

_____	_____
_____	_____
_____	_____

8. Have all individuals listed on this affidavit been notified of the purpose of the application? ☐ Yes ☐ No

9. If #8 is No, list all individuals who have not been notified about this application plus submit the cost required for the Department of Planning and Community Development or Code Administration to send certified letters notifying those listed below of this application prior to the public hearing.

Name

Address, including zip code, no P.O. Box please

_____	_____
_____	_____
_____	_____
_____	_____

Number of owners to be notified: _____ X

Cost for certified letters: \$ _____ (cost as of the day of submittal)

Total due: \$ _____

Submit a check in the amount due with this application to cover the cost of serving the individuals listed in this section.

10. Affirmation & Witness:

I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information and belief. In the event the ownership of the involved real estate changes during the time the application is pending, I shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein.

Printed Name of Signer

Date

Corporate Office of Signer

Signature

NOTARY

Commonwealth/State of _____

City/County of _____

The forgoing affidavit was acknowledged

before me on this _____ day

of _____, 20_____

by _____

Notary Public's Signature

My commission expires: _____