



PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT
Post Office Box 358
Stanardsville, Virginia 22973

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www.greencountyva.gov
planning@gcva.us

Case # _____

Date of Application _____

Choose **one** from the following:

Subdivision

Site Plan Review

Major Preliminary

Preliminary

Major Final

Final

Minor Division/Family Division

Amendment

Lot Line/Easement/Miscellaneous

Letter of Revision

Erosion & Sediment Control (complete the Application for Grading & E & S Control)

E & S Plan

Stormwater Management Plan

Submitted

Submitted

Not Submitted

Not Submitted

Applicant _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email _____

Owner of Record _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email _____

Owner/Applicant Must Read and Sign

I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge. By signing this application, I am consenting to written comments, letters, and or notifications regarding this application being provided to me or my designated contact via fax or email. This consent does not preclude such written communication from also being sent via first-class mail. I also consent to give Planning/Zoning Staff the right to enter this property to conduct inspections, if necessary.

Signature of Owner/Agent or Contract Purchaser _____ Date _____

Print Name _____

Phone number of Signatory _____

Tax Map Number _____

SPR/SDV Fee: \$ _____ Date Paid _____ Receipt # _____ Initials _____

E & S Fee: \$ _____ Date Paid _____ Receipt # _____ Initials _____

Application Checklist: Must Be Completed for Official Submission:

All applications require the following:

- Completed Application (including a description of the request)
- Application Fee (see Fee Schedule)
- If Erosion & Sediment (E & S) Control Review is necessary, the following must be submitted for an E & S review to be performed:
 - Completed E & S application
 - E & S fee (see Fee Schedule)
 - 3 copies of the E & S and/or SWM plans
 - Completed E & S/SWM Checklist signed by the plan preparer

*NOTE: An E & S review will not be performed until the items listed above have been submitted. E & S is required for all Site Development Plan Review and Subdivision submittals requiring public or private roads.

Additional Requirements for the following Applications:

Subdivision:

Preliminary Plat:

- Minimum of 3 preliminary plats; more copies may be required.
- Subdivision
 - Subdivision Name
 - Proposed Road Names
 - Proposed # of Lots
 - Current Road Right-of-Way Width
 - Additional Fee for Street Signs and their installation, etc.
- Boundary Line Adjustment
- Lot Line Vacation

Final Plat:

- Minimum of 4 final plats; more copies may be signed at applicant's request
- Must be submitted with owner's original signatures (notarized)
- Must include the surveyor's signature and seal
- The approved plat must be recorded within 6 months of approval or it will become null and void.

Site Development Plan Review:

- 8 copies of the Site Development Plan showing the following:
 - Project Title, Date, and Projected Completion Date
 - Name and Address of Engineer, Surveyor, and/or Developer
 - Signature Panel with Property Owners Consent
 - North Arrow
 - Graphic Scale
 - Vicinity sketch drawn to a scale of one (1) inch equals 2,000 feet (Quad-Sheet Scale) with landmarks sufficient to identify the location of the property
 - Zoning of site and adjacent properties
 - Owners of parcels and title sources
 - Owners of adjoining properties
 - Property boundaries
 - Building setback lines
 - Existing property features (street, buildings, etc.) to be retained or removed
 - Contours (existing and proposed) and grading to 100 feet beyond boundary
 - Limits of Construction, with total disturbed area noted
 - Erosion & Sediment Control Plan
 - Stormwater Management Plan
 - Utilities (existing and proposed) and easements
 - Proposed streets and names and right-of-way easements
 - Ingress and Egress
 - Outdoor Lighting Plan
 - Curbs, Sidewalks, Gutters, Etc.
 - Drainage patterns and facilities, and plan with easements

- Proposed structures (number, type, size, etc.)
- One-hundred (100) year flood plain
- Existing trees and clearing areas and proposed landscaping, screening, and walkways as may be required to preserve neighborhood character
- Location and Size of Signs
- Garbage Storage
- Off-street parking areas, loading areas, and internal circulation aisles
- Proposed density
- Outdoor rental and sales areas; outdoor display areas
- Recreation and open space amenities
- Land to be dedicated to the County
- Total project area with percent used for building, parking, and open space
- Engineering Design Report, including narratives
- Submit documentation and sketches on a floppy disk or cd in PDF or jpeg format
- List of Adjoining Property Owners and current mailing address in Excel Format (current information can be found at the Commissioner of the Revenue's office)

Planning & Zoning Fee Schedule	
Application	Fee
911 Signs (per intersection)	\$500
Accessory Dwelling Unit	\$100
Address Request	\$25
Ag/Forest District: Withdrawal	\$500
Ag/Forest District: Add	\$300
Ag/Forest District: New District	\$500
Bond Inspections	\$50 per site visit
BZA: Appeal	\$500
BZA: Variance	\$500
Comp. Plan Amendment	\$1,500
Copies: Capital Improvement Plan	\$30
Copies: Comprehensive Plan	\$90
Copies: Subdivision Ordinance	\$10
Copies: Zoning Ordinance	\$30
PC: Appeal	\$500
Proffer Amendment	\$2,000
Public Hearing Deferral	\$300
Rezone	\$2000+\$100/acre
Sign Freestanding Fee (Bldg. & Electric Permit Fee)	See Building Fees
Sign Permit Review Fee (Additional Fees may apply)	\$100+\$2/Ft²
Sign Refacing	\$50
Sign: Temporary	\$10
Site Plan	\$1,500
Site Plan: Road Plan	\$500
Site Plan : Amendments	\$500
Site Plan: Letter of Revision	\$100
Site Plan: Subsequent submission after second submission	\$500
Special Use Permit	\$500
Subdivision: Lot Line/Easement/Misc.	\$100
Subdivision: Major (>5 lots)	\$1000+\$100/Lot
Subdivision: Minor (1-5 lots)	\$500+\$50/Lot
Subdivision: Subsequent submission after second submission	\$500
Subdivision: Family Division (only)	\$100
Subdivision: Family division with other minor divisions	\$600
Telecommunication Towers (SUP)	\$1,500
Zoning Certification for Home Occupation	\$100
Zoning Certification/Determination/ Confirmation Letter	\$100
Zoning Permit/Inspection Fee	\$100
Zoning Text Amendment (Ordinance Revision)	\$500
Zoning: Tourist Lodging	\$100
Approved 7/25/2023	