

**TOWN OF GORDONSVILLE**  
**SPECIAL EXCEPTION REQUEST FORM**

**\$50.00**

1. This form must be completely filled out before the application will be accepted and placed on the Gordonsville Board of Zoning Appeals agenda.
2. The board of zoning appeals will hold a public hearing on the special exception request and call a meeting within thirty days of receiving a completed special exception request form.
3. The board of zoning appeals will hear evidence to determine if the conditions set forth in the Gordonsville Zoning Ordinance for the requested special exception are met.
4. All special exception requests reviewed by the board of zoning appeals shall be decided within forty-five (45) days of the day of application, with a written notice being provided of approval or denial.

**PROPERTY OWNER**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

**REPRESENTATIVE (if different from property owner)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

**PROPERTY DESCRIPTION & LOCATION**

ADDRESS: \_\_\_\_\_

TAX MAP IDENTIFICATION: MAP #: \_\_\_\_\_ BLOCK # \_\_\_\_\_ PARCEL # \_\_\_\_\_

SIZE OF PROPERTY (Acreage/square feet) \_\_\_\_\_

ATTACH PROPERTY MAP IF NEEDED

**ZONING (Required):**

CURRENT ZONING CLASSIFICATION: \_\_\_\_\_

SPECIAL EXCEPTION REQUESTED: \_\_\_\_\_

**STANDARDS FOR A SPECIAL EXCEPTION**

The Gordonsville Board of Zoning Appeals may hear and decide only such special exceptions as it is specifically authorized to act on by the terms of the "Uses Permitted on Appeals" Sections of the Gordonsville Zoning Ordinance. The board will decide such questions as are involved in determining whether a special exception should be granted; to a grant special exception with such conditions and safeguards as appropriate under this ordinance; and to deny a special exception when not in harmony with the purpose and intent of this ordinance

Under Article V, Section 5, B, 2, of the Gordonsville Zoning Ordinance, the board of zoning appeals in granting a special exception shall ascertain that the following are met:

- a. It is so designed, located, and proposed to be operated so that the community's public health, safety, and welfare will be protected;
- b. It will not adversely affect other properties in the area in which it is located;
- c. It is within the provisions of "Uses Permitted on Appeal" as set forth in the town's zoning ordinance; and
- d. It conforms to all applicable provisions of the zoning district in which it is to be located.

All approved plans, conditions, restrictions, and rules made a part of the approval by the town's board of zoning appeals shall constitute certification on the part of the applicant or property owner that the proposed use shall conform such regulations at all times

**JUSTIFY YOUR SPECIAL EXCEPTION REQUEST BASED ON STANDARDS OF GORDONSVILLE ZONING ORDINANCE**

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PROPERTY OWNER SIGNATURE

DATE

REPRESENTATIVE SIGNATURE (if different from property owner)

DATE

**YOU ARE REQUESTED TO ATTEND THE PUBLIC HEARING TO ANSWER ANY QUESTIONS CONCERNING YOUR SPECIAL EXCEPTION REQUEST**

For Office Use Only:

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

\$50.00 Fee Paid \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_