



Fauquier County Department of Community Development

29 Ashby Street, Suite 310

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www.fauquiercounty.gov

Special Permit Checklist



PROJECT NAME: _____

PIN(s): _____

Note: It is **STRONGLY RECOMMENDED** that applicants meet with Planning Staff prior to submitting any Special Permit Application. Staff will review the checklist with you and clarify submission requirements. Failure to meet with staff in advance often results in delayed application processing.

Check if Provided

Submission Requirement

- _____ Completed Land Development Application Form
- _____ Completed and Signed Copy of this Checklist
- _____ Fee Check: Categories 9-22 \$800, all other Special Permits \$500; additional Special Permit uses \$300. If multiple uses are requested, a fee for each use is required.
- _____ A copy of the applicant's purchase agreement or sales contract if the applicant is a contract owner.
- _____ 16 Copies of a Statement of Justification to include the following information:
 - _____ A description of the type of operation.
 - _____ Hours of operation.
 - _____ The estimated number of patrons/clients/patients/pupils, etc.
 - _____ The proposed number of employees/attendants/teachers, etc.
 - _____ Qualifications and operators of the proposed use.
 - _____ The vicinity or general area to be served by the use.
- _____ 16 copies of any photographs, documents or other supporting materials submitted.
- _____ 16 Copies of Plat Showing Conditions and Proposed Improvements scale drawings at a scale not less than 1"=100' and on sheets no larger than 30" x 72", showing the following information:
 - _____ Property lines
 - _____ Abutting streets with names or route numbers.
 - _____ Location of all existing and proposed buildings and uses.
 - _____ Highway entrance(s) and driveways.

