



**Town of Shenandoah
426 First Street
Shenandoah VA 22849
(540) 652-8164**

SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible. A copy of the Home Occupation Ordinance is attached.

A ***non-refundable*** filing fee of **\$500.00** is due when application is returned. This fee covers the Town's cost of advertising for the required Public Hearing for the proposed Special Use Permit. Checks should be made payable to **Town of Shenandoah**. Credit/debit cards are also accepted.

Please return the following documentation along with the completed application and payment:

1. A copy of the deed to the property (may be obtained from the Page County Circuit Court). Also, a copy of the paid tax receipt for the property. (Special Use Permits will not be issued on any property with delinquent real estate taxes owed.)
2. A copy of the survey plat by a Virginia-licensed and registered land surveyor. If a plat is not available, please attach a hand-drawn sketch of the property. All existing buildings must be shown on the property, with the room or office to be used clearly designated on the plat or drawing.
3. If the Special Use Permit request is approved, the applicant is responsible for obtaining any other required permits from other pertinent agencies, as well as meeting all requirements for the Town of Shenandoah Code of Ordinances.
4. A Joint Public Hearing will be held by the Shenandoah Town Council and the Planning Commission.
5. The applicant is required to notify ALL the property owners adjoining, adjacent to, across the street from, and abutting the property by Letter of Intent.
 - a. The Letter of Intent must contain:
 - i. Name of Applicant and Address of Business Location
 - ii. The Type of Business
 - iii. Time, Date and Location of Public Hearing
 - b. The Letter of Intent must be received at least five (5) days but no more than 21 days PRIOR to the date of the public hearing.
 - c. Letters of Intent must be sent via certified mail OR hand-delivered with a signature obtained as proof of notification. In the event a certified letter is not signed for by the adjacent property owner, proof of mailing is acceptable.
 - d. Copies of EACH letter and proof of delivery must be returned to Town Hall PRIOR to the Public Hearing.
6. Questions may be directed to the Town Hall at (540) 652-8164. Hours of operation are 8:30 a.m. to 5 p.m. Monday through Friday. The office is closed daily for lunch from 12 noon to 1 p.m.

Please note: ADDITIONAL INFORMATION MAY BE REQUIRED IF THE TOWN DETERMINES IT IS NECESSARY TO ENSURE THE REQUEST CONFORMS WITH THE TOWN OF SHENANDOAH SUBDIVISION OR ZONING ORDINANCES.