

Special Exception

Instructions: Complete this form and submit to community.development@herndon-va.gov. Typed signatures will be accepted.

Project Name:

For the purpose of
operating/conducting (type
of business):

Description of Proposed Use:

As provided for in Town
Code Section:

Subject Property Address(es):

Zoning of Subject Property:

Lot area (site area):

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations already completed)? NO YES (Please Describe)

Application is a request to
develop in the Floodplain
Overlay District

No

Yes

Applicant Name/Role:

Applicant Information:

Email:

Phone:

Mailing Address:

Property Owner Name:

Property Owner Information: Email:

Phone:

Mailing Address:

The undersigned hereby applies for a Special Exception under the provisions of § 78-155.3 of the Herndon Town Code.

I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
- The requirements associated with this application have been read and are understood.

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- The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.

Applicant Signature:

Date:

Property Owner Signature:

Date:

REQUIREMENTS FOR ALL APPLICATIONS (Zoning Ordinance § 78-152.2)

- _____ A letter signed by the business owner or owner's agent consenting to the application for the Special Exception Use;
- _____ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);
- _____ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- _____ If a neighborhood meeting was held prior to application submittal, a statement indicating the date, time, location, invitation list, number of attendees, and outcome of the meeting;
- _____ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- _____ If the application requires a plan or drawing, three physical sets, and one electronic set of plans or drawings prepared in accordance with the standards specified in the Zoning Ordinance;
- _____ All other items listed in Zoning Ordinance § 78-152.2;
- _____ Application Fee;

Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with § 78-153.2.H, Public Notification, shall be submitted upon completion of proper notification by the applicant.

FOR SPECIAL EXCEPTIONS TO DEVELOP IN THE FLOODPLAIN OVERLAY DISTRICT

Notice from the Zoning Administrator: The issuance of a Special Exception to develop a structure within the Floodplain Overlay District may increase the risks to life and property and will result in increased premium rates for flood insurance.

- _____ A floodplain study (if the use is located in the Floodplain Overlay District) and fee;
- _____ If the purpose of the Special Exception is to allow a use in the Floodplain Overlay District, the application materials shall include information requested in Zoning Ordinance § 78-60.2 and the proposal must meet the standards in the Floodplain Overlay District in Zoning Ordinance § 78-155.3(e)(2);

Acknowledged:

Signature of Property Owner & Date

Signature of Business Owner (if different than Property Owner) & Date

If you have additional questions or to arrange for an appointment, please contact the Town of Herndon Department of Community Development by calling (703) 787-7380 or by e-mail at community.development@herndon-va.gov. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

For TOH-CD Office Use Only - Pre-Submission Review

Pre-Application Meeting Date (if applicable):

Date Reviewed: _____ Staff Name: _____ Incomplete Complete

For TOH-CD Office Use Only - Submission Review

Application Fee: \$300 Residential \$300 Education, Government, Institutional, and Community Service Use \$300 All Other Non-Residential Uses with no site alterations or building additions

\$1,500 All Other Non-Residential Uses with no site alterations or building additions

Taxes Status: Paid Delinquent

Received By: _____ Date Received: _____

Case #: _____ Tax Map Reference #: _____

Assigned To: _____ Date Assigned: _____

Associated Applications: _____

For TOH-CD Office Use Only – Final Review and Applicable Approval Information

Decision: Resubmission Necessary Approved as submitted Approved with conditions Denied

Resubmission Number: _____

Date Reviewed: _____ Staff Name: _____

Date of public hearing at which Town Council approved the Special Exception, if approved:	
Date of expiration of Special Exception: (a) as specified by Town Council, or (b) resulting date if a Building Permit for the development approved by the Special Exception is not issued within one year from date of approval by the Town Council or the development is not completed within the time allowed under the Town’s Building Regulations.	
Deadline for applicant to make a written request for an extension not to exceed six months (30 days prior to date of expiration):	