



PROCEDURE FOR FILING USE NOT PROVIDED FOR PERMIT

Planning and Zoning Division, Community Development

Mary Ellen Wines, Zoning Administrator
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A request for approval of a Special Exception Permit (Use Not Provided For) under the provisions of the City of Salem, Virginia, Zoning Ordinance must be accompanied by the following:

1. A letter to the Executive Secretary of the City of Salem Planning Commission from the property owner(s) of the property proposed for special use or representative(s) thereof, which officially requests approval of a Special Exception Permit. The letter should include any relevant information pertaining to the property, its proposed use and development; including any proffers and/or conditions the petitioner is proposing relative to the granting of the request (see letter below).
2. A filing fee, in accordance with the fee schedule, to cover costs of legal advertisements in newspaper, the posting of signs on property, the mailing of certified letters to adjacent property owners, and the City staff review (attached).
3. A completed Special Exception Permit petition (attached).
4. Provide one copy of a certified plat of survey of the property, which must include the following information: All existing and proposed improvements (easements, buildings, etc.) including topographical information, building elevations and other relevant site characteristics.
5. Submit the above information to the Community Development Department no later than the 1st day of the month prior to the month that the Petitioner wants to appear before the Planning Commission (regularly scheduled Commission meeting of that month).
6. In addition, the applicant is responsible for payment of legal notices that are run in conjunction with the request. Legal notice charges must be paid to the City of Salem before request is heard.

A request for approval of a Special Exception Permit is considered and acted upon by the City Planning Commission and City Council. Planning Commission and City Council separately advertise and schedule a public hearing for each request. A recommendation from Planning Commission is forwarded to City Council. Council renders the final decision.

DEADLINE FOR SUBMISSION: _____

PLANNING COMMISSION HEARING: _____

CITY COUNCIL HEARING: _____



Charles E. VanAllman, PE, LS
Director

**Department of Community Development
Engineering/GIS, Inspections, Planning & Zoning**

Mary Ellen Wines, CZA CFM
Zoning Administrator

TO ALL SPECIAL EXCEPTION PERMIT/USE NOT PROVIDED FOR PERMIT APPLICANTS:

Special Exception Permits are required for certain uses that the City of Salem envisions being located in a particular zoning district but requires additional site specific review to ensure there will be no adverse impact to the public health, safety, and welfare of the surrounding neighborhood or the community in general. Use not provided for permits are required when a proposed land use is not listed in the zoning district. Special exception and use not provided for permits are allowed only at the discretion and approval of the Salem City Council following review and recommendation by the Salem Planning Commission.

Since special exceptions can be controversial in nature, the applicant may be inclined to offer **conditions** in order to make the request more appealing. Such condition(s) should be discussed with City staff well in advance of the Public Hearing before the Salem Planning Commission. Conditions should be presented in writing and included with the completed special exception application whenever possible.

During a public hearing citizens or business owners often express concerns related to the request. When this occurs, the Planning Commission or City Council may impose additional conditions on the Special Exception Permit.

Any questions in this regard should be addressed to the Community Development Department at (540) 375-3032.

Sincerely,

Mary Ellen Wines, CZA CFM
Zoning Administrator



Community Development Department

Fee Schedule

Rezoning \$1,000 (Legal ad cost included)

Special Exception Permit and Use Not Provided \$500 (Legal ad cost included)

Planning Unit Developments (PUD) Review and Approval \$200 + \$25 per acre > than one acre plus petitioner pays full advertisement cost

Variances (Board of Zoning Appeals) \$200 + petitioner pays full advertisement cost

(NOTE: For the above items, the petitioner is responsible for payment of the legal notice that is run in conjunction with the request. Legal notice charges must be paid to the City of Salem before request is heard).

Site Plan Approval \$500 + \$25 per acre > than one acre
This fee covers two reviews: the initial review and one re-review. A fee of \$75 will be charged for additional reviews.

Minor Site Plan Approval \$150

Appeal to Uniform Statewide Building Code \$250

Subdivisions

(a) **Minor (5 or less lots)** \$100
(b) **Major (6 or more lots or any subdivision involving the creation of public rights of way)** \$220 + \$45/lot

Boundary Line Adjustment or Vacation of Interior Lot Lines \$75

Bridges - Overweight Permit \$100 + analysis cost

Adopted by Salem City Council on May 23, 2022
Effective July 1, 2022