



## COUNTY OF ACCOMACK BUILDING, PLANNING & ECONOMIC DEVELOPMENT

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Building & Code Enforcement  
Planning & Zoning  
Geographic Information & Mapping

Floodplain Management  
Economic Development  
Wallops Research Park

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# Conditional Use Permits What to Expect

## WHY DO I NEED A CONDITIONAL USE PERMIT?

Accomack County's Zoning Ordinance permits certain land uses "by right" in each district, and other uses, typically those deemed more 'intensive' by their nature with a Conditional Use Permit. A Conditional Use Permit is required because of the unique characteristics or potential impacts to adjacent properties of the use. These uses, under the right set of circumstances and conditions, may be acceptable in certain locations after review and recommendation of a Conditional Use Permit by the Planning Commission and approval by the Board of Supervisors. For more information see [Section 106-234 of the Accomack County Zoning Code](#).

## WHAT IS THE PROCEDURE FOR APPLYING FOR A CONDITIONAL USE PERMIT?

1. Prior to submitting an application, schedule a pre-application meeting with Planning Department Staff to review the proposed project and discuss any questions the Applicant or County may have.
2. Submit a completed application form with all requested supporting documents, and submit the application fee of \$780.

## WHEN IS A CONDITIONAL USE PERMIT APPLICATION CONSIDERED BY THE PLANNING COMMISSION?

Once an application has been submitted and deemed complete by Planning Department Staff, the application is distributed for comment and review to all appropriate County and State Agencies/Departments. Planning Department staff will then prepare a Preliminary Report to present at the appropriate Planning Commission meeting. Applications received and deemed complete at least thirty (30) days prior to the upcoming Planning Commission meeting will be

presented at the upcoming meeting; applications received and deemed complete within thirty (30) days of the upcoming meeting will be presented at the following month's meeting. At the conclusion of the presentation, the Planning Commission will be requested to schedule a Public Hearing for their next meeting.

## **WHAT IS THE PUBLIC HEARING PROCEDURE FOR A CONDITIONAL USE PERMIT?**

1. Once the application is scheduled for a public hearing by the Planning Commission, the application is then advertised twice for public hearing in the Eastern Shore Post typically the two Fridays before the public hearing.
2. Notices of a public hearing are sent **by the County** via certified mail to all owners of all adjacent properties and/or within 500 feet of the subject property at least ten (10) days prior to the public hearing.
3. Staff will prepare a detailed report on the application and other comments made by County and State Agencies/Departments prior to the Public Hearing. Planning Department staff may contact the applicant for additional information in preparation of this report.
4. All requested items should be submitted to the Planning Department no less than fourteen (14) calendar days prior to the scheduled public hearing.
5. The applicant is strongly advised to attend the Planning Commission public hearing to answer any questions from the Commission members. If the applicant would like to present a PowerPoint presentation, it must be received by staff forty-eight (48) hours in advance for review.
6. Following the Planning Commission's recommendation of approval or denial, the application will then be placed on the Board of Supervisors' agenda to schedule a public hearing.
7. The Board of Supervisors will hold the public hearing, and make a determination to approve or deny the application. The applicant is strongly advised to attend the Board of Supervisors' meeting to answer any questions from the Board.
8. The applicant will be notified in writing of the Board of Supervisors' decision by the County Administrator's Office. If denied, the applicant may not submit substantially the same application until after a period of at least twelve months from the date of the original denial by the Board of Supervisors.

**For additional information or questions, please contact The Accomack County  
Department of Planning and Community Development at:  
(757) 787-5726, or email: [planning@co.accomack.va.us](mailto:planning@co.accomack.va.us)**