



## **PROCEDURE FOR FILING USE NOT PROVIDED FOR PERMIT**

### **Planning and Zoning Division, Community Development**

Mary Ellen Wines, Zoning Administrator  
Email: [mewines@salemva.gov](mailto:mewines@salemva.gov)

**Telephone: 540-375-3032**

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 1<sup>st</sup> 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

# PETITION FOR SPECIAL EXCEPTION PERMIT

## *City of Salem Department of Community Development*

Mary Ellen Wines, CZA CFM - Zoning Administrator

Email: [mewines@salemva.gov](mailto:mewines@salemva.gov)

Telephone: 540-375-3032

1. Applicant(s):

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2. Legal Owner(s) of property wherein special exception is to be conducted:

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3. Location of Property:

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Official Tax Map Number: \_\_\_\_\_

4. Characteristics of Property:

Size (Acreage): \_\_\_\_\_

Deed Restrictions: \_\_\_\_\_

Present Use: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Land Use Plan Designation: \_\_\_\_\_

5. Proposed use of property: \_\_\_\_\_

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6. Agent(s) or representative(s) of property owner(s): (Specify interest)

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

7. Affidavit:

A. The undersigned person(s) certifies that this petition and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief. Also, the petitioner understands that a "Notice of Zoning Request" sign will be posted on the property by the City.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Interest in Property: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Interest in Property: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_



## 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**