



**CONDITIONAL USE PERMIT APPLICATION
SOLAR FACILITIES
&
SECTION 15.2-2232 REVIEW
APPLICATION**

Brunswick County Planning Department

228 N. Main Street, Lower Level

Lawrenceville, VA 23868

Phone: 434-848-0882

Fax: 434-848-8234

https://www.brunswickco.com/government/departments/planning___zoning

Version: October 2021

CONDITIONAL USE PERMIT APPLICATION INSTRUCTIONS

Please use the checklist below to ensure all steps are taken to complete your application for a Conditional Use Permit. All Conditional Use Permits for Large Scale Facilities must adhere to Article 23. Solar Facilities of the Brunswick County Zoning Ordinance. A completed application packet is submitted to the Planning Director and will be decided by the Board of Supervisors. Please contact the Brunswick County Planning Director at (434)848-0882 with any questions or concerns.

CONDITIONAL USE PERMIT CHECKLIST

- Documents demonstrating the ownership of the subject parcel(s).
- Authorization for the applicant to act on the owner's behalf.
- Identification of the utility company that will interconnect to the facility.
- List of all adjacent property owners, including their names, tax map numbers and addresses – the adjacent and adjoining property owners will be notified by registered mail paid for by the applicant.
- A description of the current use and physical characteristics of the subject parcel(s).
- A description of the existing uses of nearby properties.
- A narrative identifying the applicant, the project owner, the project operator, and describing the proposed solar facility project, including an overview of the project and its location, approximate anticipated rated capacity, the approximate number of panels, representative types of panels to be used, the expected footprint of the solar equipment and other facilities to be constructed, and the type and location of interconnection to electrical grid.
- Aerial imagery which shows the proposed location of the solar facility, fenced area, driveways, and interconnection to electrical grid with the closest distance to all adjacent property lines and dwellings along with main points of ingress/egress.
- A Concept Plan in accordance with paragraph (c) below.
- A landscape maintenance plan.
- A decommissioning plan in accordance with paragraph (d) below.
- A traffic study modelling the construction and decommissioning processes. County staff will review the study in cooperation with VDOT.
- A projected construction schedule.

- An environmental inventory and impact statement regarding any site and viewshed impacts, including direct and indirect impacts to national and state forests, national or state parks, wildlife management areas, conservation easements, recreational areas, or any known historic or cultural resources within three (3) miles of the proposed project. Additionally, the testing of soils shall be conducted prior to the commencement of a project to establish a baseline of conditions and again annually, or more frequently as necessary should current conditions deteriorate, within one (1) mile of the proposed site.
- A visual impact analysis demonstrating project siting and proposed mitigation, if necessary, so that the solar facility minimizes impact on the visual character of the County. The visual impact analysis must include accurate, to-scale photographic simulations showing the relationship of the solar facility and its associated amenities and development to its surroundings. The photographic simulations shall show such views of solar structures from locations, such as property lines and roadways, as determined by the zoning administrator. The total number of simulations and the perspectives from which they are prepared will be established by the zoning administrator.
- For utility-scale applications, an inventory of all existing or proposed solar facilities within a four (4) mile radius.
- Payment of all applicable fees.

CUP APPLICATION FEE:

“Make check payable to “Brunswick County Treasurer”.

Conditional Use Permit – Utility-Scale Project	\$3,500.00
Conditional Use Permit – Cooperative or Medium Scale Project	\$2,500.00

APPLICATION REVIEW AND ACTION

Once the applicant submits the complete application, the Conditional Use Permit request is scheduled for the next joint public hearing of the Planning Commission and Board of Supervisors. The applicant or agent is required to appear at this hearing to present the application and to answer any questions. The applicant will receive notification regarding the date, time, and location of the joint public hearing. The applicant must take responsibility for contacting the Zoning Administrator to find out the exact date, time, and location in case any changes are made to the normal schedule. After the Planning Commission makes its recommendation, usually at the hearing meeting, the Board of Supervisors will take up the matter at a scheduled meeting, normally the 3rd Wednesday of the month at 7:30 pm in the Board Room of the Brunswick County Government Building, 228 N. Main Street, Lawrenceville, Virginia. Again, the applicant is responsible for calling the Zoning Administrator to confirm the date, time, and location of the Board meeting.

AGENCY COMMENTS

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application.



COUNTY OF BRUNSWICK

CONDITIONAL USE PERMIT APPLICATION

SOLAR FACILITY

228 N. Main Street
Lower Level
Lawrenceville, VA 23868
Phone: (434)848-0882
Fax: (434)848-8234

PLEASE IDENTIFY THE SCALE OF PROPOSED FACILITY:

UTILITY SCALE COOPERATIVE SCALE MEDIUM SCALE

PROJECT NAME: _____

Applicant/Owner

Applicant Name: _____ Company Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

IF THE APPLICANT IS NOT THE OWNER, PLEASE PROVIDE THE FOLLOWING:

Property Owner's Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Property

Tax Map Parcel Number(s): _____

Location: _____

Current Zoning Classification: _____

Existing Entrance: _____

Number of existing entrances: _____

New Entrance: _____

Number of new entrances: _____

Project

Project Size: _____

Total Parcel Size: _____

Proposed Operating Energy: _____

Proposed Use: _____

Please describe the current use: _____

Nearest Town Boundary: _____ Distance from Town Boundary: _____

Anticipated life of the proposed Solar Facility: _____

Please describe any impacts, if any, on surrounding properties: _____

I (we), the undersigned, do hereby certify that the information provided in this application and associated documents is complete and correct. I (we) understand that in granting approval of an application for conditional use, the Board of Supervisors may require compliance with certain conditions and that such approval shall not be considered valid until these conditions are met.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

OFFICE USE ONLY

CUP#: _____ Fee: _____ Date Received: _____

AD Dates: _____ Public Hearing Date: _____

2232 Review Determination: _____

Planning Commission Recommendations: _____

Board Recommendations: _____

BOS Action Date: _____ Clerk of the Board: _____