

Special Use Permits

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STEP 1: Pre-Application Meeting

Special uses require the issuance of a Special Use Permit (SP) from either the [Board of Supervisors](#) or the [Board of Zoning Appeals](#). SP applications are subject to a legislative review process. The legislative review process is designed to provide a means by which the numerous reviews and recommendations of all applicable Albemarle County, State and Federal agencies can be coordinated. County staff evaluate the project's consistency with all applicable recommendations specified by the [Comprehensive Plan](#) and applicable [Master Plan](#). A special use may or may not be suitable at a specific location due to its intensity, disturbance, or appearance, or inconsistencies with other recommendations contained in the County's adopted plans.

NOTE: SPs for any of the following sign types; off-site directional sign, off-site bundle sign, sign in a public right-of-way, or an electric message signs are reviewed by the [Board of Zoning Appeals](#).



STEP 2: Submit Application Online

RESOURCES

- [Special Use Permit Application](#)
- [2024 Submittal and Review Schedule](#)
- [Special Use Permit Checklist](#)
- [Preapplication Meeting Process and Checklist](#)
- [Special Use Permit Resubmittal Form](#)
- [Special Use Permit and Zoning Map Amendment Review Process Flowchart](#)
- [Staff Analysis of Special Use Permit and Zoning Map Amendment Applications](#)

PAYMENT PORTAL

Please click [here](#) to submit a payment.

HERE TO SERVE YOU

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EVENTS

No results found.

APPLICATION TRACKING

Once you have an application number, you can track the progress of your application, as well as view any comments made by County staff, in the [Civic Access portal](#).

View our [Laserfiche document center](#) for project information.