

FOR OFFICE USE ONLY

CLE # \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ By who? \_\_\_\_\_ Receipt # \_\_\_\_\_ Ck# \_\_\_\_\_ By: \_\_\_\_\_

# Application for Zoning Clearance Agricultural Operation Sales, Events, or Activities



**Zoning clearance fee = \$62.40**

Application: \$60 + Technology Surcharge \$2.40

Events & Activities Regulations Checklist (pages 2-3 of application)

Certification that notice of this application has been provided to the property owner, if owner is different from applicant.

**Project Name:** \_\_\_\_\_

**Tax map and parcel:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Physical Street Address (if assigned):** \_\_\_\_\_

**Acreage of property (may include acreage of adjoining lots if under same ownership & part of the agricultural operation)**

\_\_\_\_\_

**Describe agricultural operation, including crops and livestock produced and acreage devoted to agriculture:**

\_\_\_\_\_  
\_\_\_\_\_

**Describe type and frequency of activities (sales, tours, events) planned:**

\_\_\_\_\_  
\_\_\_\_\_

**Average number of vehicles expected per day with sales, events, or activities:**

\_\_\_\_\_

**Number of attendees for tours or educational programs:**

\_\_\_\_\_

**Square footage of structures used for farm sales:**

\_\_\_\_\_

**Applicant/Contact Person** (Who should we call/write concerning this project?): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### Owner/Applicant Must Read and Sign

I hereby certify that the information provided on this application and accompanying information is accurate, true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner, Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of Signatory

**County of Albemarle Department of Community Development**  
**401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126**

**EVENTS AND ACTIVITIES AT AGRICULTURAL OPERATIONS  
ZONING REGULATIONS CHECKLIST (Refer to Sections 5.1.58 and 31.5)  
Please also see the Albemarle County Agricultural Operations FAQs**

<b>No Permit Required</b>	<b>Zoning Clearance</b>	<b>Special Use Permit</b>
Harvest-your-own activities	Outdoor amplified music	Structures for farm sales over 4,000 sf
Agritourism, events or retail sales generating 50 or fewer vehicle trips per day and occurring on sites 21 or more acres in size  Up to 4 farm tours per year with 200 or fewer attendees at any time  Up to 4 educational programs, workshops, or demonstrations related to agriculture or silviculture per year with 200 or fewer attendees at any time	Agritourism, events or retail sales generating either more than 50 vehicle trips per day or occurring on sites under 21 acres in size  More than 4 farm tours per year and farm tours with over 200 attendees at any time  More than 4 educational programs, workshops or demonstrations related to agriculture or silviculture with 200 or fewer attendees at any time	Events or activities (including educational programs, workshops or demonstrations related to agriculture or silviculture) with over 200 attendees at any time  Over 24 events of any size/year
Structures for farm sales 4,000 sf or less		

**Each event or activity at an agricultural operation shall be subject to the following:**

- Concept Plan** –Using GIS web or a physical survey of your property, please provide a sketch plan that shows the following when applying for a zoning clearance:
  - Location of stream buffers, flood plain and critical slopes (use Critical Resource tab in GIS-web)
  - Location of all structures and outdoor event/activity areas with distances of structures to property lines.
  - Location of parking spaces to be used with distances to property lines.
  - Location of the access roads and driveways to all structures or areas for events. On-site travel ways must be able to accommodate emergency vehicles. (Refer to Section 4.6.6 of the Zoning Ordinance)
  - Location, height, and lumens of any existing or proposed lighting
  - Floor plan and square footage of each building to be used for agricultural operation activities or events
  - Location of signs.

**If you propose to disturb greater than 10,000 square feet you must contact the County Engineer regarding additional requirements.**

- Yards and separation from dwelling units.** The following minimum front, side, and rear yard requirements shall apply to any event or activity:

	<b>Front</b>	<b>Side</b>	<b>Rear</b>	<b>Minimum separation from adjacent dwelling</b>
<b>Primary structures</b>	75' – public road 25' – internal or private road	25'	35'	N/A
<b>Accessory structures</b>	75' – public road 25' – internal or private road	6'	6'	N/A
<b>Farm sales structures</b>	35' - public road	25'	35'	N/A
<b>Outdoor event &amp; activity areas</b>	75'	75'	75'	125'
<b>Parking</b>	75'	75'	75'	125'
<b>Portable toilets</b>	75'	75'	75'	125'

- Parking-** One (1) parking space per 200 square feet of retail sales area is required. For agritourism events, farm tours, and other programs, one (1) space per two and one-half (2.5) visitors, plus one (1) space per employee (includes agricultural operation staff, caterers, musicians and vendors) is required. The parking required for special events and festivals may be considered overflow parking and may be provided in a well-drained, suitably graded area adjacent to required parking area.
- Sound from outdoor amplified music-** The purpose of the zoning clearance review shall be to verify that the sound amplification equipment at the agricultural operation will comply with the applicable standards in section 4.18 or that the owner has and will use a sound level meter as that term is defined in section 4.18.02 prior to and while outdoor amplified music is being generated. Sound generated by outdoor amplified music shall not exceed the applicable maximum sound levels in section 4.18.04.
- Traffic Management Plan required for a farm tour of more than 200 attendees at a time-**In addition, for any zoning clearance for a farm tour that may have more than 200 attendees at any single agricultural operation at any time, a traffic management plan must be submitted by the person requesting the zoning clearance. The traffic management plan shall demonstrate how traffic entering and exiting each agricultural operation participating in the farm tour will be managed to ensure safe and convenient access to and from the site and safe travel on public streets.
- Virginia Department of Transportation (VDOT) entrance standards-** Zoning clearances for agricultural operations events and activities generating over 50 vehicle trips per day will be sent to confirm their entrance standards are met based on your proposal. If VDOT proposes entrance improvements, you will be notified of their requirements and your zoning clearance will not be approved until those improvements are completed.
- Virginia Department of Health-** Zoning clearances for agricultural operations events and activities will be sent to confirm the Health Department to confirm health and sanitation standards are met. Your zoning clearance will not be approved until the County has received your approval from the Health Department.
- Uses prohibited-** Restaurants and Helicopter rides are prohibited.
- Signs-** Sign provisions of Section 4.15 are listed below. Freestanding signs must be 5' from property lines and no more than 10' in height.
  - 24 square foot free standing sign on-site or up to two signs 12 square feet or less on-site
  - 32 square feet of agricultural product signage either on-site or off-site or up to two signs 16 square feet or less. A permit is required for off-site signs.
  - 40 square feet of wall signage. Maximum height for wall signs is 20'.

**APPROVAL INFORMATION**

**Approved as proposed**     **Approved with conditions**     **Denied**

**Conditions** \_\_\_\_\_

**Zoning Official** \_\_\_\_\_ **Date** \_\_\_\_\_