



MONTGOMERY COUNTY, VIRGINIA

Planning & GIS Services

SPECIAL USE PERMIT APPLICATION PROCESS AND PROCEDURES

Table of Contents

Special Use Permit Process and Procedures.....	3
Special Use Permit Application Checklist.....	6
Pre-Application Meeting Request Form	8
Special Use Permit Application Form	10
Special Use Permit Regulations.....	11



Montgomery County Planning & GIS Services

Special Use Permit Process & Procedures

Step 1. Contact Planning & GIS Staff.

It is recommended that all prospective applicants meet with County staff to discuss development trends, appropriate zoning in accordance with proposed use and the County's Comprehensive Plan. Meetings can be scheduled with planning staff by contacting Montgomery County Planning & GIS by phone: (540) 394-2148 or by email: mcplan@montgomerycountyvva.gov

Step 2. Preliminary Review Meeting

A preliminary review meeting allows customers to discuss his/her proposal with County staff to ascertain any additional information required to file a complete application. The Preliminary Review Meeting will provide customers early input of whether a proposed development will require a submission packet to the Virginia Department of Transportation (VDOT) in accordance with Code of Virginia §15.2-2222.2 and 24 VAC 30-155 effective July 1, 2007. Please contact the Planning Department to determine if a review meeting is required and/or to schedule a Preliminary Review Meeting. If a review meeting is required, the Preliminary Review Meeting Form (pg. 8) must be received no less than **2 weeks prior** to the meeting date.

Step 3. Traffic Impact Analysis and Scope of Work Meeting.

Development projects located within 3,000 feet of a state-controlled non-limited access highway or to a connection to a state-controlled limited access highway may require the submission of a Traffic Impact Analysis to the Virginia Department of Transportation (VDOT) with your application. If the proposed SUP generates the following number of vehicle trips, a Traffic Impact Analysis will be required:

Residential	More than 100 vehicle trips per peak hour
Commercial, Office, Industrial	More than 250 vehicle trips per peak hour or 2,500 vehicle trips per day
Mixed-Use	More than 100 vehicle trips per peak hour from only the residential portion OR more than 250 vehicle trips per peak hour or 2,500 vehicle trips per day from the entire proposal

Additionally, if the proposal would generate more than 1,000 vehicle trips per peak hour, VDOT will require a Scope of Work Meeting prior to submission of the Traffic Impact Analysis. The Traffic Impact Analysis, if required must be completed and submitted at the time of filing an application for a special use permit.

Step 4. Complete and Submit Application to Montgomery County Planning

The Special Use Permit Application Form (pg. 10) is required. Please refer to and complete the Special Use Permit Checklist (pg. 6-7) to ensure all the materials are submitted. Incomplete applications will not be accepted or placed on the Planning Commission agenda.

Step 5. Review of Proposal (Application)

The Planning Department will review the application for completeness in accordance County ordinances. If the application is found to be incomplete, the Planning Department will return the application, site plans, and filing fee to the applicant or agent, with a description of the manner and areas in which the application is incomplete.

Once an application is determined to be complete, the Planning Department distributes the application and exhibits to various County departments and outside agencies, when applicable, for review. Development review departments include Building and Inspections, Public Service Authority, Montgomery County Public Schools, Emergency Services, Zoning, Environmental Services, VDOT, and Planning. The departments

review the proposed development for conformity with the Comprehensive Plan, its effect on the area, its demand on services/infrastructure, and conformity with the County's development ordinances and standards.

Applicants and/or their agents will attend a meeting with all the Development Review Committee at its next scheduled meeting. After receiving comments from the Committee, a revised application and/or site plan, if required, will be requested if necessary. Notwithstanding any initial determination of completeness, the Planning Director, the Planning Commission, or the Board of Supervisors may at any time during the review process find that essential information is lacking and may deem the application incomplete.

APPLICATIONS THAT DO NOT MEET APPLICATION REQUIREMENTS OR HAVE OUTSTANDING ISSUES THAT NEED TO BE ADDRESSED WILL NOT BE CERTIFIED FOR PUBLIC HEARING.

Step 6. Staff Reports.

The Department of Planning drafts a staff report and distributes to the Planning Commission. Staff reports are available to the public after receipt by the Planning Commissioners, 1 week prior to the Planning Commission meeting date. Staff reports may be sent, emailed, or held for pick up upon request.

Step 7. Revisions.

Changes to a proposal can be made prior to the scheduled Planning Commission hearing provided:

- The proposed use remains unchanged
- The revisions are submitted ten (10) business days prior to the scheduled Planning Commission hearing. This will allow staff time to review the changes and incorporate pertinent information within the staff presentation at the public hearing. If revisions are requested after this time, the applicant must request a minimum one month deferral, unless otherwise waived by the Planning Commission. Minor proffer revisions may be accepted up until noon on the day of the meeting.

Step 9. Planning Commission Public Hearing.

Planning Commission public hearings are *generally* held the second Wednesday of each month at 7:00 p.m. Two notices of the scheduled hearing and agenda are published in the local newspaper 2 weeks prior to the Planning Commission hearing. Individual notices are also sent to the adjacent property owners of the subject property by the Planning Department. The Planning Commission schedule is included in this package and can also be found on the Montgomery County website.

At the Public Hearing, County staff provides a brief review of the development being proposed and makes a recommendation to the Commission. The applicant or authorized representative is required to attend and is usually expected to make a presentation. A time limit of three minutes is allotted to those who wish to speak regarding the request. The Planning Commission may waive the time limits based on the merits of the situation.

The Planning Commission will take one of the following actions for each agenda item:

- Vote to approve a request for deferral (deferrals may be requested by a Planning Commissioner or by the applicant);
- Vote to deny a request for deferral (in which case one of the two actions below will occur);
- Vote to recommend approval to the Board of Supervisors; or
- Vote to recommend denial to the Board of Supervisors.

Step 10. Board of Supervisors Public Hearing.

Once the Planning Commission makes a recommendation for approval or denial, the proposal is generally placed on the agenda for the Board of Supervisors. Advertising, notification, staff reports, and presentations follow the same procedures as for the Planning Commission. The vote of the Board of Supervisors is final.

If a request is denied by the Board of Supervisors or withdrawn by the applicant, the request or a substantially similar request cannot be heard for one year.



Special Use Permit Application Checklist

The applicant shall submit ten (10) copies of all required materials listed below. Applications will **NOT** be accepted without the following attachments:

- **Application Form (pg 10).** The application form must be signed by all of the property owners. If ownership is in the name of any type of legal entity or organization including, but not limited to, a name of a corporation, partnership, or association, or in the name of a trust, or in a fictitious name, a document acceptable to the County must be submitted certifying that the person signing the application has the authority to do so. If the application is submitted by an agent of the owner, the agent shall sign the application as well.
- **Comprehensive Plan Justification.** References should be made to the Comprehensive Plan Policy sections in the text portion of the plan. The Comprehensive Plan map provides an overview of the future land use policy areas, but does not provide a guide to the specific land use policies adopted by Montgomery County.

Land use policies are articulated in the Planning and Land Use portion of [Montgomery County, 2025](#) (chapter 2). available at the Planning & GIS Services Department or on the web. If the proposed development, rezoning, or special use permit is located in a village or village expansion area not covered by an adopted village plan, then the proposal needs to be consistent with the overall Comprehensive Plan.

Villages and Village Expansion Areas. If the proposed development, rezoning, or special use permit is located in a village or village expansion area covered by an adopted Village Plan, the proposal needs to be consistent with both the overall county Comprehensive Plan and with the village plan.

Information that must be addressed concerning the County Comprehensive Plan when submitting special use permit applications includes:

- a) Compliance with required lot minimums, district minimums, and availability of water and sewer
 - b) Describe, in specific detail, how the request fits with the land use policies included under the appropriate land use policy area. There are seven land use policy areas: Resource Stewardship (PLU 1.2), Rural (PLU 1.3), Rural Communities (PLU 1.4), Residential Transition (PLU 1.5), Villages (PLU 1.7), Village Expansion Areas (PLU 1.6), and Urban Expansion Areas (PLU 1.8). Each area has specific policies covering land uses, community design, and community facilities and utilities.
 - c) If the proposed request requires an E and S permit (land disturbance of more than 10,000 square feet) or with large areas of impervious surface (paved parking areas, etc.), the proposal will need to address groundwater, surface water, and stormwater runoff concerns included in the Environmental Resources Chapter. (ENV6.5, ENV5.6)
- **Concept Development Plan.** Required for all special use permit requests. A concept plan is an initial plan, which shows the general nature of the land use change or development, which is intended. It differs from the final site plan, or, plot plan, which is required prior to the issuance of zoning approval and a building permit.

The level of needed detail may vary depending on the nature, size and complexity of the proposed project; however, the following items shall be addressed with a concept plan submittal:

Existing Site Features:

- a) Name of all landowners, applicant (if different), developer, engineer/ party preparing the plans.

- b) Date, revision date(s), scale and north point of plan.
- c) Lot size in acres and/or square feet, property lines and dimensions and any easements.
- d) Zoning and existing use of property and all adjoining properties.
- e) All existing buildings, and streets and/or other adjacent improved or unimproved rights-of-way.
- f) All existing physical features such as tree cover, natural watercourses, recorded drainage easements, and 100-year floodplain limits.

Proposed Site Features:

- g) Location of proposed access areas, loading zones, SWM facilities and streets or other rights-of-way.
- h) Structures: dimensions, use and the general types of exterior materials.
- i) Outside lighting: general location, height and type, and shielding.
- j) General landscaping plan. Existing trees and shrubs are recommended to be maintained wherever possible.
- k) General location and type of screening (fences, walls, vegetation), signs and trash enclosures.

- Filing Fee.** The application fee shall be paid when the application is submitted. Fees are determined by the current fee schedule. Contact Planning & GIS staff for assistance calculating fees. Checks should be payable to “Treasurer of Montgomery County”.

Please note: In addition to the application fee, an invoice will be sent to the applicant/owner for fees associated with legal advertisements as required by the Commonwealth of Virginia.

- Digital Submission of Application and all exhibits.** Applications will not be considered complete until digital items are received. An Adobe PDF document format is preferred for compatibility.
- Ensure all applicable items identified in “Special Use Permit Requirements” (pg 11) are addressed in the application package (concept plan, justification statement, etc).** It may be necessary to attach additional documentation.
- Completed Preliminary Review Meeting Application & Preliminary Review Meeting-Application Checklist Forms (pg 8-9 if required).**
 - Items determined necessary in Preliminary Review Meeting (pg 9)**



Preliminary Review Meeting Request

Special Use Permit

Montgomery County, Virginia

755 Roanoke St. Suite 2A, Christiansburg, VA 24073
 540-394-2148 | mcplan@montgomerycountyva.gov

Contact Information: Owner Contract Purchaser Other _____

Name:	Address:
Telephone:	Email:

Subject Property Description:

Location: (Describe in relation to nearest intersection)		
Address: (if applicable)	Existing Zoning:	Acreage:
Parcel ID Number(s):		Property Owner(s):
Existing Use:		

Description of Proposed Development and Uses:

The requested information below *MUST* be submitted

A. Proposed Use(s):
B. Proposed Use Details (check all that applies):
<input type="checkbox"/> Residential Total Single Family # of Units: _____ Total Multi-Family # of Units: _____
<input type="checkbox"/> Commercial Use _____ S.F. _____ Use _____ S.F. _____ Use _____ S.F. _____

Applicant Signature: Jeremiah Yearheart **Date:** 5/24/2023

FOR INTERNAL STAFF USE ONLY

VDOT Requirements

In accordance with the Code of Virginia §15.2-2222.2 and 24 VAC 30-155, the project:

- Will require a Traffic Impact Analysis (TIA) submission and review by VDOT. TIA must be submitted with rezoning application.
- Applicant will be required to coordinate a Scope of Work Meeting with VDOT (Project will generate 1,000 or more vehicle trips per peak hour.)

This determination is based upon the information provided by the applicant on the submitted Preliminary Review Request Form. Determination is subject to change based upon changes to the request.

Information and VDOT forms regarding the VDOT's Traffic Impact Analysis Regulations Administrative Guidelines can be obtained online at www.virginiadot.org/projects/chapter527.

- Documentation of Community Meeting.** Community meetings can be held after submitting application. County staff should be notified a least a week in advance of meeting date.
- Survey Plat.** Copies no larger than 11"x17"
- Traffic Impact Analysis (TIA) - County:** Based upon the proposed use and location, the project may substantially affect roadways and the County may require a traffic impact analysis.
- Elevations:** Copies reduced to 8 ½" x 11" of proposed buildings must be submitted in addition to an electronic copy in ".pdf" format.
- Other:**

<i>Jeremiah Gearheart</i>	Robert Jeremiah Gearheart	5/24/2023
Applicant's Signature	Printed Name	Date

Staff Signature (Planning)	Date

This form is to verify completion of the required Preliminary Review Meeting and must be submitted at the time of filing of applications. Based upon the proposed development, County staff has determined the information checked on this form must be submitted in addition to regular submission requirements for Rezoning, Provisional Use Permit, or Amendment to Proffer Application



Special Use Permit Application Form

Montgomery County, Virginia

755 Roanoke St. Suite 2A, Christiansburg, VA 24073
 540-394-2148 | mcplan@montgomerycountyva.gov

Applicant Information: (PLEASE PRINT – if additional owners, please attach additional sheets)

Owner of Record (attach separate page for add'l owners):	Address:
Telephone:	Email:

Applicant Name: Owner Contract Purchaser/Lessee	Address:
Telephone:	Email:

Representative Name and Company:	Address:
Telephone:	Email:

Property Description:

Location or Address: <i>(Describe in relation to nearest intersection)</i>		
Parcel ID Number(s):	Acreage:	Existing Zoning:
Comprehensive Plan Designation:	Existing Use:	

Description of Request: (Please provide additional information on attached sheet if necessary)

Proposed Use(s) including acreage:

I certify that the information supplied on this application and on the attachments provided (maps or other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of Montgomery County and State of Virginia to enter the above property for the purposes of processing and reviewing the above application.

If signing on behalf of a Corporation, Partnership, or LLC, please specify your title with the entity and provide documentation clarifying your authority to sign on behalf of the entity.

<i>Jeremiah Gearheart</i>	5/24/2023
Owner 1 Signature	Date

Owner 2 Signature <i>(for add'l owners please attach separate sheet)</i>	Date
--	------

<i>Jeremiah Gearheart</i>	Date
Applicant Signature	Date

	5/24/2023
Representative/Agent Signature	Date

Additional Special Use Permit Requirements

The applicant for special use permit shall provide a statement of justification to address the following items in the application materials to demonstrate what impact the proposed request will have on the County's resources and how the request complies with Montgomery County's comprehensive plan.

Section 10-54(3)(g), Montgomery County Zoning Ordinance

(g) Issues for Consideration. In considering a Special Use Permit application, the following factors shall be given reasonable consideration. The application shall address all the following in its statement of justification or Special Use Permit plat unless not applicable, in addition to any other standards imposed by this Ordinance:

1. Whether the proposed Special Use Permit is consistent with the Comprehensive Plan (Addressed under "3. Comprehensive Plan Justification").
2. Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.
3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.
4. The glare or light that may be generated by the proposed use in relation to uses in the immediate area.
5. The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.
6. The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.
7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.
8. The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.
9. The timing and phasing of the proposed development and the duration of the proposed use.
10. Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any topographic or physical, natural, scenic, archaeological or historic feature of significant importance.
11. Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.
12. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety and efficient traffic movement.
13. Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of Montgomery County.
14. Whether the proposed Special Use Permit will be served adequately by essential public facilities and services.
15. The effect of the proposed Special Use Permit on groundwater supply.
16. The effect of the proposed Special Use Permit on the structural capacity of the soils.
17. Whether the proposed use will facilitate orderly and safe road development and transportation.
18. The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.

19. Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.
20. Whether the proposed Special Use Permit considers the needs of agriculture, industry, and businesses in future growth.
21. The effect of the proposed Special Use Permit use in enhancing affordable shelter opportunities for residents of the County.
22. The location, character, and size of any outdoor storage.
23. The proposed use of open space.
24. The location of any major floodplain and steep slopes.
25. The location and use of any existing non-conforming uses and structures.
26. The location and type of any fuel and fuel storage.
27. The location and use of any anticipated accessory uses and structures.
28. The area of each use; if appropriate.
29. The proposed days/hours of operation.
30. The location and screening of parking and loading spaces and/or areas.
31. The location and nature of any proposed security features and provisions.
32. The number of employees.
33. The location of any existing and/or proposed adequate on and off-site infrastructure.
34. Any anticipated odors, which may be generated by the uses on site.
35. Whether the proposed Special Use Permit uses have sufficient measures to mitigate the impact of construction traffic on existing neighborhoods and school areas.

Jeremiah Gearheart
1205 Cedar Orchard Dr. E.
Blacksburg, VA, 24060
7/31/2023

Planning and GIS Services
Montgomery County Government Center
755 Roanoke Street, Suite 2A | Christiansburg, Virginia 24073

Subject: Proposed Use of Property as Short-Term Tourist Rental in Alignment with Montgomery County Virginia Comprehensive Plan as Urban Development

Dear Members of the Montgomery County Planning Department,

I am writing this statement to address the proposed use of my property as a short-term tourist rental and to emphasize how this aligns with the objectives outlined in the Montgomery County Virginia Comprehensive Plan, particularly in terms of urban development.

First and foremost, the Montgomery County Virginia Comprehensive Plan serves as a blueprint for responsible growth and development within the county. It recognizes the importance of diversifying the local economy and attracting tourists, while preserving the unique character and natural resources of the area. By utilizing my property as a short-term tourist rental, I believe that I am contributing to these goals in several significant ways.

Economic Growth and Tourism: Short-term tourist rentals have become increasingly popular and have emerged as a significant component of the tourism industry. By offering accommodation options for visitors to our area, my property can contribute to the economic growth of Montgomery County. It helps attract tourists who may be looking for alternative lodging options, ultimately benefiting local businesses, restaurants, and other service providers. This aligns with the comprehensive plan's objective of promoting economic development and tourism.

Revitalization of Urban Areas: The comprehensive plan emphasizes the revitalization and enhancement of urban areas within Montgomery County. By utilizing my property as a short-term tourist rental, I am contributing to the activation and utilization of existing urban spaces. This helps create a vibrant and diverse community by attracting visitors to the area, encouraging them to explore nearby attractions, restaurants, and cultural amenities.

Preservation of Natural Resources: The comprehensive plan recognizes the importance of preserving and protecting the natural resources of Montgomery County. As a property owner, I am committed to ensuring responsible land use practices and environmental stewardship. By renting my property to tourists, I am promoting the use of existing infrastructure and resources, thereby minimizing the need for new construction and reducing the overall impact on the environment.

Community Engagement and Cultural Exchange: Short-term tourist rentals can foster cultural exchange and community engagement. By welcoming visitors to my property, I have the opportunity to showcase the unique aspects of Montgomery County, its history, and its local traditions. This aligns with the comprehensive plan's goal of promoting a strong sense of community and enhancing the quality of life for residents and visitors alike.

In addition to providing the contributions my proposal will bring to the Montgomery County Comprehensive plan, I would like to address all of the questions referenced on Page 11 of the Special Use Permit application document here:

1. Whether the proposed Special Use Permit is consistent with the Comprehensive Plan (Addressed under “3. Comprehensive Plan Justification”):
 - a. The proposed use of my property as a short-term tourist rental aligns with the Montgomery County Virginia Comprehensive Plan's objectives, as outlined in my previous statement. It promotes economic growth, revitalizes urban areas, preserves natural resources, fosters community engagement, and enhances the quality of life for residents and visitors. Therefore, the proposed Special Use Permit is consistent with the Comprehensive Plan's vision for responsible urban development.
2. Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control:
 - a. I am committed to ensuring the safety of my property and its occupants. As part of the short-term tourist rental operation, I will implement effective fire safety measures in accordance with local regulations and guidelines. This will include installing fire alarms, smoke detectors, fire extinguishers, and clearly marked emergency exits. By taking these precautions, the proposed Special Use Permit will adequately provide for safety from fire hazards and ensure effective fire control.
3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area:
 - a. I understand the importance of maintaining a peaceful and harmonious environment for the surrounding community. As a responsible property owner, I will ensure that noise levels generated by the short-term tourist rental activity are kept within acceptable limits. I will implement measures such as soundproofing, quiet hours, and clear guidelines for guests to minimize any potential disruption to the immediate area. The proposed use will be conducted with respect for the neighborhood and in compliance with any noise ordinances or regulations in place.
4. The glare or light that may be generated by the proposed use in relation to uses in the immediate area:
 - a. To minimize any potential glare or light pollution that may result from the short-term tourist rental, I will utilize appropriate lighting fixtures that are directed downward and designed to minimize light spillage beyond the property boundaries. Additionally, I will adhere to any existing local regulations or

guidelines regarding outdoor lighting, ensuring that it is properly shielded and does not negatively impact neighboring properties.

5. The proposed location, lighting, and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance:
 - a. I understand the importance of signage regulations and will comply with the sign requirements specified by the Montgomery County Ordinance. Any signage associated with the short-term tourist rental will be modest in size, tastefully designed, and placed in a manner that does not create visual clutter or obstruct the views of neighboring properties. The proposed signs will be located and designed in accordance with the Ordinance and will not detract from the character of the immediate area.
6. The compatibility of the proposed use with other existing or proposed uses in the neighborhood and adjacent parcels:
 - a. The proposed use of my property as a short-term tourist rental is compatible with the existing and proposed uses in the neighborhood. It will complement the residential and commercial activities in the area by providing an additional accommodation option for visitors. The operation will be conducted in a manner that respects the rights and interests of neighboring property owners, ensuring a harmonious coexistence with the surrounding community.
7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood:
 - a. The location, area footprint, and dimensions of my property, as well as any existing or proposed buildings, structures, walls, and fences, comply with all applicable zoning and building regulations in Montgomery County. The proposed short-term tourist rental will not require any significant alterations to the existing structures or the addition of new buildings or structures. Therefore, it will not negatively impact the neighborhood in terms of building scale, height, or nature.
8. The nature and extent of existing or proposed landscaping, screening, and buffering on the site and in the neighborhood:
 - a. I recognize the importance of landscaping, screening, and buffering to maintain the aesthetic appeal and privacy of the property and the surrounding neighborhood. As such, I will ensure that existing landscaping is appropriately maintained and enhanced as necessary. Any proposed landscaping, screening, or buffering will be designed to be in harmony with the surrounding environment, preserving the visual character of the area and minimizing any potential negative impact.
9. The timing and phasing of the proposed development and the duration of the proposed use:
 - a. The proposed short-term tourist rental will be operated year-round, and the timing and phasing of the development will not create any significant disruptions to the neighborhood. Guests will be managed in a manner that ensures their arrival and departure do not create undue congestion or inconvenience for the community.

Additionally, the duration of each guest's stay will adhere to the specified guidelines and regulations, ensuring a controlled and responsible operation.

10. Whether the proposed Special Use Permit will result in the preservation or destruction, loss, or damage of any topographic or physical, natural, scenic, archaeological, or historic feature of significant importance:
 - a. The proposed use of my property as a short-term tourist rental will not result in the preservation, destruction, loss, or damage of any topographic or physical, natural, scenic, archaeological, or historic feature of significant importance. The operation will be conducted within the existing structures and will not involve any alterations or activities that would jeopardize the integrity of such features. I am committed to preserving and protecting the natural and cultural heritage of the area.
11. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety and efficient traffic movement:
 - a. The proposed use of my property as a short-term tourist rental will not have a significant adverse impact on traffic conditions. The number of guests and vehicles associated with the operation will be managed within the capacity of the existing access roads and parking facilities. Any necessary adjustments, such as providing clear signage or additional parking spaces, will be made to ensure the safe and efficient movement of pedestrians and vehicles. The operation will comply with all traffic regulations, prioritizing the public's interest in pedestrian and vehicular safety.
12. Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of Montgomery County:
 - a. Any existing structures on my property that will be converted for use as a short-term tourist rental will undergo a thorough evaluation to ensure compliance with all relevant building codes and regulations of Montgomery County. Necessary modifications and improvements will be implemented to meet the required standards, including fire safety, electrical systems, plumbing, and structural integrity. The structures will meet all code requirements prior to the issuance of the Special Use Permit.
13. Whether the proposed Special Use Permit will be served adequately by essential public facilities and services:
 - a. The proposed short-term tourist rental will be adequately served by essential public facilities and services, including water supply, sewage disposal, and electricity. These services are readily available in the area and can accommodate the additional demand generated by the proposed use. I am committed to ensuring that the operation complies with all requirements and regulations related to public facilities and services to safeguard the welfare and convenience of both guests and the community.
14. The effect of the proposed Special Use Permit on groundwater supply:

- a. The proposed use of my property as a short-term tourist rental will not have a significant negative effect on groundwater supply. The operation will not involve any activities that would lead to excessive water consumption or contamination. I am committed to responsible water usage and will adhere to any applicable regulations and best practices to protect the groundwater resources in the area.
15. The effect of the proposed Special Use Permit on the structural capacity of the soils:
 - a. The proposed short-term tourist rental will not have a detrimental effect on the structural capacity of the soils. The operation will be conducted within the existing structures, and no significant construction or alterations are planned that would impact the stability of the soils. I will take necessary precautions to prevent soil erosion and ensure that the property's infrastructure is designed and maintained to withstand the expected usage and environmental conditions.
16. Whether the proposed use will facilitate orderly and safe road development and transportation:
 - a. The proposed use of my property as a short-term tourist rental will not hinder orderly and safe road development and transportation. The operation will comply with all relevant road regulations and guidelines, and any required improvements or modifications will be made to ensure safe and efficient access to the property. The use will be conducted in a manner that promotes responsible road usage and transportation practices, with consideration for pedestrian and vehicular safety.
17. The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality:
 - a. I am committed to preserving and protecting environmentally sensitive land, natural features, wildlife habitat, vegetation, water quality, and air quality. The proposed use of my property as a short-term tourist rental will not result in significant adverse impacts on these environmental factors. I will implement measures to minimize any potential negative effects, such as erosion control, responsible waste management, and adherence to all relevant environmental regulations. The operation will be conducted in a manner that promotes environmental stewardship and sustainability.
18. Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan:
 - a. The proposed use of my property as a short-term tourist rental will contribute to desirable employment opportunities and economic development activities consistent with the Montgomery County Virginia Comprehensive Plan. The operation will create job opportunities for local residents, including property management, cleaning services, and maintenance personnel. Additionally, the increased tourism and visitor spending associated with the use will contribute to the local economy, enlarging the tax base and supporting other businesses in the area.
19. Whether the proposed Special Use Permit considers the needs of agriculture, industry, and businesses in future growth:

- a. The proposed use of my property as a short-term tourist rental considers the needs of agriculture, industry, and businesses in future growth. It will complement existing agricultural activities and businesses by providing an additional source of revenue and promoting tourism in the area. The operation will be conducted in a manner that respects the interests and needs of the local agricultural and business communities, fostering a balanced and sustainable approach to future growth.
20. The effect of the proposed Special Use Permit use in enhancing affordable shelter opportunities for residents of the County:
- a. The proposed use of my property as a short-term tourist rental will not negatively impact affordable shelter opportunities for residents of the County. The operation will not result in the conversion of long-term rental units or affordable housing into short-term accommodations. The availability of affordable housing options for residents will be preserved, and the proposed use will not contribute to the reduction of affordable shelter opportunities in the County.
21. The location, character, and size of any outdoor storage:
- a. If any outdoor storage is required for the operation of the short-term tourist rental, it will be located in a manner that minimizes its visual impact on the surrounding area. The location, character, and size of the outdoor storage will adhere to all applicable regulations and will be designed to blend harmoniously with the existing landscape and neighboring properties. Measures will be taken to ensure that the outdoor storage is well-maintained, organized, and does not create any safety hazards or aesthetic concerns.
22. The proposed use of open space:
- a. The proposed use of my property as a short-term tourist rental will not significantly impact the use of open space. The operation will respect and preserve existing open spaces on the property, maintaining their natural characteristics to the extent possible. Any outdoor amenities or recreational areas associated with the use will be designed and positioned in a manner that complements the surrounding environment and does not encroach upon or degrade the existing open space.
23. The location of any major floodplain and steep slopes:
- a. The proposed use of my property as a short-term tourist rental will not be located in any major floodplain or steep slope areas. The location has been carefully selected to avoid areas prone to flooding or with significant steep slopes. The operation will comply with all relevant regulations and guidelines pertaining to floodplain management and slope stability to ensure the safety and well-being of guests, residents, and the surrounding community.
24. The location and use of any existing non-conforming uses and structures:
- a. There are no existing non-conforming uses or structures on my property that will be affected by the proposed use as a short-term tourist rental. All structures and uses associated with the operation will comply with the applicable zoning and land use regulations of Montgomery County.
25. The location and type of any fuel and fuel storage:

- a. Any fuel and fuel storage required for the operation of the short-term tourist rental will be located in accordance with all safety regulations and guidelines. Appropriate measures will be implemented to ensure the safe storage and handling of fuel, minimizing the risk of accidents or environmental contamination. The location and type of fuel and fuel storage will adhere to all relevant codes and will be situated in a manner that mitigates any potential negative impact on neighboring properties.
26. The location and use of any anticipated accessory uses and structures:
 - a. Any anticipated accessory uses and structures associated with the operation of the short-term tourist rental will be located and used in accordance with the applicable zoning and land use regulations. They will be designed and positioned to complement the main use, ensuring they do not create any adverse effects on the surrounding area or neighboring properties. Measures will be taken to ensure the appropriate screening, aesthetics, and functionality of the accessory uses and structures.
27. The area of each use; if appropriate:
 - a. The area of each use associated with the operation of the short-term tourist rental will be appropriate and in compliance with all relevant regulations and guidelines. The size and dimensions of the property, including any structures or designated areas for specific uses, will be in accordance with the applicable zoning and land use requirements of Montgomery County.
28. The proposed days/hours of operation:
 - a. The proposed days and hours of operation for the short-term tourist rental will be reasonable and considerate of the surrounding neighborhood. The operation will adhere to any restrictions or guidelines set forth by Montgomery County regarding noise, disturbance, and the overall impact on the community. Guests will be provided with clear guidelines and expectations to ensure responsible behavior and minimize any inconvenience to neighboring properties.
29. The location and screening of parking and loading spaces and/or areas:
 - a. Parking and loading spaces and/or areas associated with the short-term tourist rental will be located and designed to minimize visual impact and promote efficient traffic flow. Adequate parking spaces will be provided to accommodate the expected number of guests, and loading areas will be positioned to ensure safe and convenient access. Additionally, measures such as landscaping, screening, or buffering will be implemented to mitigate the visual impact of parking and loading areas on the surrounding area and neighboring properties.
30. The location and nature of any proposed security features and provisions:
 - a. The proposed security features and provisions for the short-term tourist rental will be designed to ensure the safety and well-being of guests, residents, and the surrounding community. This may include appropriate lighting, surveillance systems, secure entry points, and any other necessary security measures. The location and nature of these features will be determined in accordance with best practices and in consideration of the specific characteristics and needs of the property and the surrounding area.

31. The number of employees:
 - a. The proposed operation as a short-term tourist rental will employ an appropriate number of staff members to ensure the efficient management and operation of the property. The number of employees will be determined based on the size and scale of the operation and will comply with any applicable employment regulations and guidelines. Efforts will be made to provide job opportunities for local residents, contributing to the economic well-being of the community.
32. d/or proposed adequate on and off-site infrastructure:
33. The existing and/or proposed on and off-site infrastructure necessary for the operation of the short-term tourist rental will be located and designed to meet the demands of the use while minimizing any adverse impact on the surrounding area. This may includeThe location of any existing an utilities, wastewater systems, road access, and other essential infrastructure. The location and design of these infrastructure elements will comply with all relevant regulations and guidelines to ensure their adequacy and compatibility with the property and the neighboring area.
34. Any anticipated odors, which may be generated by the uses on-site:
 - a. The operation of the short-term tourist rental will not generate any significant or offensive odors that would negatively impact the surrounding area or neighboring properties. Appropriate measures will be taken to manage waste and maintain cleanliness to prevent the emission of odors. The operation will comply with all relevant health and sanitation regulations to ensure a pleasant environment for guests, residents, and the community.
35. Whether the proposed Special Use Permit uses have sufficient measures to mitigate the impact of construction traffic on existing neighborhoods and school areas:
 - a. If any construction activities are required for the development or modification of structures associated with the short-term tourist rental, sufficient measures will be implemented to mitigate the impact of construction traffic on existing neighborhoods and school areas. This may include scheduling construction activities during non-peak hours, implementing traffic control measures, and coordinating with local authorities and schools to ensure the safety and minimal disruption to the surrounding community. Efforts will be made to minimize any inconvenience caused by construction traffic and to maintain the overall quality of life in the area.

In conclusion, I strongly believe that the proposed use of my property as a short-term tourist rental is in alignment with the Montgomery County Virginia Comprehensive Plan as it relates to urban development. By contributing to economic growth, revitalization of urban areas, preservation of natural resources, and community engagement, I am actively supporting the goals and vision outlined in the plan.

Thank you for considering my perspective on this matter. I trust that you will carefully evaluate the merits of my proposal, taking into account the benefits it offers to both the local community and the broader goals of the comprehensive plan.

Should you require any additional information or have any questions, please do not hesitate to contact me.

Sincerely,

Jeremiah Gearheart



