

Jefferson County Office of Planning and Zoning  
Rural/Reception Events Facility Special Exception Requirements

*Jefferson County Zoning and Land Development Ordinance, as amended September 29, 2016*

The requirements for the “Rural/Reception Events Facility, Small” are established in Section 8.14 and Section 4A.5 of the Zoning Ordinance. A Rural/Reception Events Facility, Small is only permitted in the Rural zoning district, at a frequency of no more than once per month and is limited 75 vehicles per event. A Zoning Certificate for a Cottage Industry must be submitted to the Office of Planning and Zoning for approval prior to commencing the land use.

A twenty-eight (28) inch by twenty-two (22) inch zoning notice shall be conspicuously posted on the subject parcel for at least 15 days prior to the Board of Zoning Appeals Special Exception Hearing. The sign will be prepared by Staff but posting the sign is the responsibility of the applicant.

☐ I certify that the proposed Rural Reception/Event Facility comply with this requirement.

**NOTE: While required, the following is meant to be a guide for those processing a Rural Reception/Event Facility, Small. This document should not be used as the only basis for your request. There may be other relevant information pertaining to your request and/or property that may be useful to Staff; therefore, any additional information you wish to present is encouraged.**

**Type of Event**

This request shall be limited to events that involve extended families and friends such as weddings, wedding receptions, birthday events, anniversary events, reunion events and/or family gatherings.

☐ I certify that the proposed Rural Reception/Event Facility, Small will meet this standard.

*Please explain briefly how the proposed land use will meet this standard:*

---

---

**Admission Fee/Donation**

No events that involve charging admission or are solely performance events are permitted under this provision.

☐ I certify that the proposed Rural Reception/Event Facility, Small will meet this standard.

*Please explain briefly how the proposed land use will meet this standard:*

---

---

**Type of Facility**

☐ Temporary Structure

☐ Tent: \_\_\_\_\_

Size: \_\_\_\_\_

☐ Outdoor Area (no structure)

Size: \_\_\_\_\_

☐ Existing Structure

Type: \_\_\_\_\_

Size: \_\_\_\_\_

Jefferson County Office of Planning and Zoning  
Rural/Reception Events Facility Special Exception Requirements

*Jefferson County Zoning and Land Development Ordinance, as amended September 29, 2016*

**Proposed Dates of Operation:**

A Rural/Reception Events Facility, Small is permitted to operate one time per month. Explain the nature of your proposal, briefly describing potential days and hours of operation.

---

---

**Size of the Subject Property and location of Proposed Use:**

Please provide a Sketch Plan of the property depicting the following information:

- ☐ Scale, North arrow, Title
- ☐ Property boundaries, including whether there are multiple lots or parcels
- ☐ Accurate locations and dimensions of the following:
  - ☐ Existing structures (i.e. homes, farms and/or accessory structures)
  - ☐ Existing paved areas (slabs), parking areas, drive aisles/driveway, access points to property
  - ☐ Existing wells and septic areas
- ☐ Indicate the area of the property to be utilized for the event, including which existing structures will be utilized for the events and what outdoor areas will be utilized for the event
- ☐ Indicate the size and location of proposed temporary tent structures, if applicable.
- ☐ Proposed location of trash receptacles
- ☐ Proposed location of port-a-potties (if proposed)\*
- ☐ Proposed parking areas and access for the rural event/facility (see more detail below)

\*The Health Department may require approval of port-a-potties or other restroom facilities.

**Adequacy of Parking Area:**

On the attached Sketch Plan, clearly depict the proposed parking area(s) and ADA space as follows:

- ☐ Square footage of the proposed parking area
- ☐ Delineate the number of proposed parking spaces (standard parking spaces are 9' W x 20' L)
- ☐ Type of parking surface (pavement, gravel or grass). If grass parking is proposed, the area shall be relatively flat and free of mud, ruts, etc.

ADA parking requirements shall be addressed; in order to make reasonable accommodation for persons with disabilities, an unpaved accessible space may be created. Such space shall be identified as follows:

- ☐ The parking space shall be the standard width for a van-accessible space (16' wide)
- ☐ Signs shall be placed within the enclosed area that says "disabled parking only."
- ☐ The ADA space shall be located closest to the rural reception activity or on the closest space available that is as level as possible.

How will the parking spaces be delineated onsite (painted lines, roping off the area, orange cones, etc)

---

---

Parking will be by:

- ☐ Valet Service                      ☐ Self-Parked                      ☐ Both\*

Jefferson County Office of Planning and Zoning  
Rural/Reception Events Facility Special Exception Requirements

*Jefferson County Zoning and Land Development Ordinance, as amended September 29, 2016*

**Adequacy of Vehicular Access to the Property:**

On the attached Sketch Plan, indicate the following:

- ☐ All access points to roads, driveways and easements
- ☐ The width of the legal access(es)
- ☐ If there is shared access
- ☐ If the event is proposed to use more than one point of entry.

\*The West Virginia Division of Highways may require an Entrance Permit for a Rural Event/Facility.

**Shared Access**

Properties utilizing a private, shared right-of-way, driveway or easement for vehicular access to a Rural Reception/Event Facility, Small are required to conform to the requirements of a Compatibility Assessment Meeting. The meeting shall be conducted as described in Sections 7.6A and 7.6C of the Zoning Ordinance, with the following exceptions:

1. The purpose of the meeting is for the applicant to inform adjacent owners of the proposed Rural Reception/Event Facility, Small and to describe any associated traffic impacts.
2. Owners of all properties with vehicular access to the right-of-way or easement shall be notified of the date, time, and place of the meeting by registered mail. Letters shall be mailed 14 days prior to the scheduled date of the meeting. Staff shall approve the letter as adequate prior to mailing, and the applicant must provide proof of mailing.
3. During the Compatibility Assessment Meeting, attendees should limit their comments to the adequacy of the private, shared right-of-way, driveway or easement, to accommodate traffic generated by the proposed Rural Reception/Event Facility, Small.
4. No Board of Zoning Appeals approval of the application is required.

**Attendance Provision**

It shall be the applicant's responsibility to ensure that all events be limited to 75 vehicles (not including caterers, vendors, cleaning staff, etc.).

- ☐ I certify that the proposed Rural Reception/Event Facility, Small will meet this standard.

*Please explain briefly how the proposed land use will meet this standard:*

---

---

**Impact on Adjacent Properties and Compatibility with the Neighborhood:**

The rural event/reception facility provisions are intended to allow uses that have minimal impact on the adjacent properties and are compatible with the neighborhood in which it is located. Describe how the proposed use meets this intent.

---

---

---

---

---

Jefferson County Office of Planning and Zoning  
Rural/Reception Events Facility Special Exception Requirements

*Jefferson County Zoning and Land Development Ordinance, as amended September 29, 2016*

**Compliance with County Noise Restrictions per Section 8.9A.1:**

**Section 8.9 Industrial and Commercial Uses<sup>23</sup>**

A. Industrial and commercial uses in all districts shall comply with the following standards:

1. Noise

All noise shall be muffled so as not to be objectionable due to intermitting, beat frequency, or shrillness. Noise levels shall not exceed the following sound levels dB(A). The sound-pressure level shall be measured at the property line with a sound level meter.

Sound Measured In	DAY 7 AM - 6 PM	NIGHT 6 PM - 7 AM
Adjoining Agricultural or Residential Growth District	60 dB(A)	50 dB(A)

☐ I certify that the proposed Rural Reception/Event Facility, Small will meet this standard.

*Please explain briefly how the proposed land use will meet this standard:*

---

---

**Attendance Provision**

It shall be the applicant's responsibility to ensure that the event will be limited to 75 vehicles.

☐ I certify that the proposed Rural Reception/Event Facility, Small will meet this standard.

*Please explain briefly how the proposed land use will meet this standard:*

---

---

☐ I understand that should the attendance/occupancy of an event hosted inside an existing structure exceed 300 people that the Office of Engineering will be notified and that I may be required to upgrade or modify the existing structure in addition to any improvements I have already made to meet current building code requirements.

Note: Deed restrictions or Homeowners' Association covenants (which are not enforced by Jefferson County) may prohibit the proposed land use. Applicants are advised to review deed restrictions and Homeowners' Association covenants.

☐ I understand that it is an applicant's responsibility to verify whether deed restrictions or Homeowners' Association covenants prohibit the proposed land use.

---

Printed Name

---

Signature

---

Date