

REZONING APPLICATION PROCEDURES

1. Prior to the submission of a rezoning application, a **pre-application meeting** must be held with staff to discuss the rezoning request, the proposed rezonings conformance with Comprehensive Plan, information that will be required of the applicant, and the steps in the rezoning process.
2. The applicant should review the County's Zoning Ordinance and Comprehensive Plan, including the Land Use Plan Map, Major Thoroughfare Plan, and Land Use Policies. A copy of each of these is available from the Planning Department: 804-598-5621.
3. All rezoning applications must be filled out completely with full answers to every question.
4. A complete rezoning application will include the required attachments:
 - a. **Survey Plat of Subject Property**
 - b. **Conceptual Development Plan** (if shown separately from survey plat).
 - c. **Proffer Statement** addressing potential impacts on surrounding properties/public facilities, (notarized)
 - * **PROFFERS MUST BE SUBMITTED NOT LESS THAN SEVEN (7) DAYS PRIOR TO THE PUBLIC HEARING OF THE APPLICATION BEFORE THE PLANNING COMMISSION AND NOT LESS THAN TEN (10) DAYS PRIOR TO THE PUBLIC HEARING OF THE APPLICATION BEFORE THE BOARD OF SUPERVISORS MEETINGS.**
 - d. **List of Adjacent Property Owners**, including those across roadways, watercourses, railroads, and municipal boundaries
 - e. **Zoning Disclosure** of owners of the land to be rezoned
 - f. **Statement for Validity of Information**, which shall be notarized.
 - g. **Required Rezoning Fee**

5. The County's rezoning fees are as follows:

Agriculture	\$200.00 per application
Residential	\$1500.00 plus \$50 per acre
Commercial	\$1500.00 plus \$50 per acre
Industrial	\$1500.00 plus \$50 per acre
Amend Proffered Conditions	\$1200.00 per application
Deferral request by applicant after public notice	\$500.00 per request

6. In order for your rezoning request to be heard by the Planning Commission, a **complete application** including all attachments must be received by the Planning Department on or before the application deadline date. **Application deadlines are the 1st Friday of each month.**
7. The Planning Commission meets the first Tuesday of the month at 7:00 P.M. A schedule of their meetings is available. The applicant or representative must be present at the meeting.

******Please invest sufficient time up front to complete all parts of this application so your rezoning request can move quickly through the rezoning process.***

REZONING APPLICATION

Please Type or Print

<i>For office use only</i>	Case # _____
Date of Pre-application meeting _____	Date Filed _____

APPLICANT INFORMATION

Owner/Applicant _____ Telephone _____

Address _____ Owner () Lessee ()

Contract Purchaser _____ Telephone _____

Address _____

Who Should Correspondence or Questions regarding this Application be directed to:

Name _____ Telephone _____

Address _____

PARCEL INFORMATION AND REQUEST

Tax Map _____ Section # _____ Magisterial District _____

Location _____ Area (acres/sq. ft.) in _____

Property _____ Area (acres/sq. ft.) In Rezoning _____

Are there any Deed Restrictions? Yes ___ No ___ (If yes, attach copy of restrictions)

Current Zoning _____ Requested Zoning _____

Describe in Detail the Proposed Use of Property:

COMPREHENSIVE PLAN + IMPACT

Property is in Which Area of Policy Map _____ Rezoning in Conformance?

Property is in Which Area of Land Use Plan Map _____ Rezoning in Conformance?

Impacts on Surrounding Uses/Public Facilities to be addressed through Proffers:

Need for Dedication of Right-of-Way according to Thoroughfare Plan _____

Need for Buffer Areas along Property Lines _____ # ft. width _____

Need for Tree Retention in Buffers (> 4" Diameter) _____ Need for Inter-parcel Access _____

Need for Conservation Easement (Residential) _____ Need for Inter-parcel Access _____

Need to Assist County with Cost of Providing Public Facilities _____

Need for a Fire Protection Plan to be prepared and approved by Fire Department _____

Need for Architectural Design Standards to Assure Compatibility of Structures _____

Minimum House Sizes to Assure Compatibility with Surrounding Subdivisions _____ Sq. Ft.

Limitations on Uses Which May Impact Adjacent Properties _____

Limitations on Access to Existing Roads to protect their Traffic Carrying Capacity: _____

Turn lane, taper _____ , Internal Subd. Rd. (Reverse frontage lots) _____ , Shoulders/Ditches

2nd entrance/exit _____ , Paired Driveways

CONCEPTUAL DEVELOPMENT PLAN

A conceptual development is required for all rezoning applications by Section 25.12 of the Zoning Ordinance and shall at a minimum include:

1. Drawn to an appropriate scale, a plot plan or survey plat showing the dimensions of the property.
2. For the rezoning tract, drawn to an appropriate scale, show the location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, lakes, cemeteries, historic sites, major electrical and natural gas transmission lines.
3. The location and dimensions of proposed buffer areas, right-of-way dedications, internal roads, access to existing roads, and lot arrangement.
4. In the case of residential development, state the proposed number of dwelling units and average acreage per dwelling.
5. For the rezoning tract, show existing uses adjacent to the property to be zoned.

STATEMENT FOR VALIDITY OF INFORMATION

Every applicant shall sign the following document to substantiate the validity of submitted information.

State of Virginia
County of Powhatan to wit

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will produce a copy of a contract to purchase the property or I will present written certification contract to purchase the property or I will present written certification from the owner granting me the right to submit this application.

I, declare that I have familiarized myself with the rules and regulation pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signed _____

Print Name _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____

My Commission Expires _____

*****PROFFERS MUST BE SUBMITTED TWO WEEKS PRIOR TO PLANNING***
COMMISSION AND BOARD OF SUPERVISORS MEETINGS.**

STATEMENT OF PROFFER

CASE # _____

Pursuant to Section 15.2-2296 of the Code of Virginia and Article 24 of the Powhatan County Zoning Ordinance. I do hereby voluntarily proffer, as the owner of record of the property which is the subject of this rezoning request, the following conditions:

I hereby acknowledge that the Rezoning of the Subject Property gives rise to the need for these conditions.

Owner of Record - Signature

Date

Type or print name _____

COMMONWEALTH OF VIRGINIA,
COUNTY OF _____, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this ___ day of ___ 20__.

Notary Public _____

My Commission expires: _____

OWNERSHIP DISCLOSURE

Both the Code of Virginia and the County Zoning Ordinance allow the County to request full disclosure of ownership in properties subject to this request. To assist us in obtaining this information, please complete this form in full.

Please list below the names and addresses of all owners or parties in interest of the land subject to this request:

NOTE: If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

<u>NAME</u>	<u>ADDRESS (Include Zip Code)</u>

I, _____, do hereby swear and affirm that to the best of my knowledge and belief, the above information is true and that I am the applicant for this request for parcel number(s) _____ of tax map number(s) _____ requesting ***Rezoning, Conditional Use Permit, and Variance/Appeal.*** (Please circle one)

If the above information changes at any time while this case is being considered, I will provide the County with an updated list.

_____ Signature

STATE OF VIRGINIA
COUNTY OF POWHATAN, to wit:

This day _____ personally appeared before me, _____, a Notary Public in and for the County and State aforesaid, and swore or affirmed that the matters stated in the foregoing Ownership Disclosure Affidavit are true to the best of his/her knowledge and belief.

Given under my hand this ___ day of _____, 20___.

Notary Public_____

My commission expires:_____.

APPLICANT'S PERMISSION FOR INSPECTION OF PROPERTY

I, _____, hereby grant access to the Planning Director, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application for _____ (Specify type of request – rezoning, conditional use permit, private road, variance, etc.).

Applicant's Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public's Signature

Commission Expiration Date