Application and Review Procedure for Rezoning Requests
Powhatan County, Virginia
Department of Community Development

1. **Pre-Application Conference**

   The applicant must meet with representatives from the Department of Community Development to discuss the rezoning request and the review process.

2. **Neighborhood Meeting**

   If the rezoning request will increase the intensity of uses on the property, a neighborhood meeting will be required. The applicant will invite adjoining property owners and the general public to learn more about their proposal.

3. **Application Submittal and Acceptance**

   A rezoning application may be submitted to the Department of Community Development. Applications are due the first Friday of each month.

   A complete rezoning application will include the following attachments:

   - ☐ Survey Plat of Subject Property
   - ☐ Conceptual Development Plan
   - ☐ Proffer Statement (Optional)
   - ☐ List of Adjacent Property Owners
   - ☐ Ownership Disclosure
   - ☐ Consent of Owner(s) to Rezoning Request
   - ☐ Statement of Validity of Information
   - ☐ Summary of Neighborhood Meeting
   - ☐ Traffic Study
   - ☐ Required Rezoning Fees
     - Rezoning to Agricultural-10 or Agricultural-20: $600.00 per application
     - Rezoning to Historic Overlay (H): $400.00 per application
     - Rezoning to All Other Zoning Districts: $1,500.00 + $35.00 per acre
       (If rezoning from a Transition District, then minus 10% of "Rezoning to All Other Zoning Districts" fee)
     - Amendment to Proffered Conditions: $1,200.00 per application

   Incomplete applications will not be processed.

4. **Staff Review**

   The application will be reviewed by the Department of Community Development and other local and state agencies.

5. **Planning Commission: Public Hearing and Review**

   The Planning Commission will hold a public hearing and review the request. After discussion, the Planning Commission may recommend approval, denial, or deferral. This recommendation is forwarded to the Board of Supervisors.

6. **Board of Supervisors: Public Hearing and Decision**

   The Board of Supervisors will hold a public hearing and review the request. After discussion, the Board of Supervisors may approve, deny, or defer the request.

County of Powhatan, Virginia

Rezoning Application

For Office Use Only	
Case Number	

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

Owner Information (Complete this section if the applicant is not the current property owner)	
Name of Owner	
Mailing Address	
Phone Number	
Email Address	

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Request Rezoning*).
If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled *Ownership Disclosure*).

Applicant Representative (Complete this section if correspondence should be directed to someone other than the applicant)	
Name of Representative	
Mailing Address	
Phone Number	
Email Address	

Parcel Information	
Tax Map Number	
Physical Address	
General Description of Property Location	
Election District	
Total Acreage	
Current Zoning	
Requested Zoning	
Acreage to Be Rezoned	
Countywide Future Land Use: Land Use Designation	

Proposed Use	
Describe Proposed Use	
Amount of Dedicated Open Space (Acreage + % of Site)	
If this request is approved, will new lots be created?	
If this request is approved, will new structures be constructed?	
Are there existing structures on the subject property?	
Will the proposed use connect to public water and/or sewer?	

A conceptual plan that shows the general configuration of the proposed development, including land uses, general building types, density/intensity, resource protection areas, pedestrian and vehicular circulation, open space, public facilities, and phasing, should be submitted with the application.

Planned Development Districts: Proposed Standards (Complete this section only if requesting rezoning to one of the Village Growth Area: Planned Development Districts, which include VR-PD, VC-PD, and CC-PD. All of this information should also be included within the PD master plan and/ or textual statement.)		
Proposed Density		
Amount of Dedicated Open Space (Acreage + % of Site)		
Dimensional Standards		
Floor Area Ratio (FAR): Max.		
Lot Area: Min. (Sq. Ft.)		
Lot Width: Min. (Ft.)		
Impervious Surfaces: Max. (% of District Area)		
Individual Building Size: Max. (Sq. Ft.)		
Building Height: Max. (Ft.)		
Yard Depths or Setbacks: Min. (Ft.)	Front	
	Side	
	Rear	
Setback from Abutting Single-Family Residential Uses: Min. (Ft.)		
Permitted Uses	Provide a list of all permitted uses with the PD District.	
Master Plan	A master plan that shows the general configuration of the proposed development, including land uses, general building types, density/ intensity, resource protection areas, pedestrian and vehicular circulation, open space, public facilities, and phasing, should be submitted with the application.	

List of Adjacent Property Owners

Tax Map No.	Owner Name	Mailing Address

Note: Adjacent properties include those across roadways, waterways, railroads, and municipal boundaries.

Proffer Statement	
In accordance with § 15.2-2303 and Article II of the Powhatan County Zoning Ordinance, I do hereby voluntarily proffer, as the owner of record of the property or the applicant of this rezoning request, the conditions listed below. I hereby acknowledge that the rezoning of the subject property gives rise to the need for these conditions. (Note: If text for all proffered conditions does not fit on this page, additional proffered conditions may be attached to the application as separate pages.)	
Proffer #1	
Proffer #2	
Proffer #3	
Proffer #4	
Signature of Applicant	
Name of Applicant (Printed)	

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		**Seal**
Commission Expires		
Notary Number		

Statement of Validity of Information		
Every applicant shall sign the following document to substantiate the validity of submitted information.		
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 provide written certification from the owner granting me the right to submit this application. I declare that I have familiarized myself with the rules and regulations 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.		
Signature of Applicant		
Name of Applicant (Printed)		
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		**Seal**
Commission Expires		
Notary Number		

Ownership Disclosure	
List below the names and addresses of all owners or parties in interest of the land subject to this request. 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.	
Name	**Address**
I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting rezoning for Tax Map _____. If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.	
Signature of Applicant	
Name of Applicant (Printed)	
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		**Seal**
Commission Expires		
Notary Number		

Consent of Owner(s) to Rezoning Request		
If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the rezoning application and that the applicant may submit proffered conditions on the property owner's		
I, _____, am the owner of the property subject to this rezoning request and consent to the request submitted by _____ (Applicant) to rezone Tax Map _____ from _____ (Current Zoning District) to _____ (Requested Zoning District).		
Signature of Owner		
Name of Owner (Printed)		
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		**Seal**
Commission Expires		
Notary Number		

Applicant's Permission for Inspection of Property		
I, _____, hereby grant access to the Director of Community Development, 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.		
Signature of Applicant		
Name of Applicant (Printed)		
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		**Seal**
Commission Expires		
Notary Number		

Review Checklist **(For Office Use Only)**		
This form will be completed by the Department of Community Development as the application is reviewed.		
Action	**Date of Action**	
Application Submitted		
Application Deemed Complete		
Application Routed to Reviewing Agencies		
Comments Received from Reviewing Agencies	Building Inspections	
	Environmental	
	Public Works	
	Sheriff	
	Fire	
	Health	
	Transportation	
	Other	
Planning Commission: Notice in Newspaper		
Planning Commission: Letters Sent to Adjoining Property Owners		
Planning Commission: Public Hearing		
Planning Commission: Recommendation Made		
Board of Supervisors: Notice in Newspaper		
Board of Supervisors: Letters Sent to Adjoining Property Owners		
Board of Supervisors: Public Hearing		
Board of Supervisors: Recommendation Made		