



**Application and Review Procedure for  
Proffer Amendments**  
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 proposed proffer amendment and the review process.

**2. Application Submittal and Acceptance**

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

A complete application will include the following attachments:

Required Fees

\$1,500.00 per application

- |   |  |
|---|--|
| <input type="checkbox"/> Survey Plat of Subject Property  | <input type="checkbox"/> Ownership Disclosure                    |
| <input type="checkbox"/> Proffer Amendment Form           | <input type="checkbox"/> Consent of Owner(s) to Rezoning Request |
| <input type="checkbox"/> List of Adjacent Property Owners | <input type="checkbox"/> Statement of Validity of Information    |

Incomplete applications will not be processed.

**3. Staff Review**

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

**4. 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.

**5. 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**

**Proffer Amendment  
Application**

**For Office Use Only**

Case Number

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

<b>Applicant Information</b>	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

<b>Owner Information</b> (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*).

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

<b>Parcel Information</b>	
Subdivision/Development Name	
Lot Number(s)	
Tax Map Number(s)	
Physical Address(es)	
Election District	
Current Zoning	
Original Rezoning Case	
Acreage Involved in Request	
Countywide Future Land Use: Land Use Designation	

<b>Requested Proffer Amendment</b>	
Subdivision/Development Name	
Original Rezoning Case	
Original Condition to Be Amended	
Proposed Amendment	

<b>Status of Proffered Conditions</b>			
As a requested proffered amendment is reviewed, the Department of Community Development will determine whether proffered conditions associated with the original rezoning case have been implemented.			
Have all of the proffered conditions associated with the original rezoning case been implemented?			
Yes		No	
If no, identify which proffered conditions have not been implemented.			



Statement of Validity of Information		
Every applicant shall sign the following document to substantiate the validity of submitted information.		
<p>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.</p> <p>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.</p>		
<b>Signature of Applicant</b>		
<b>Name of Applicant (Printed)</b>		
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_____.		
<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**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\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

<b>Consent of Owner(s) to Request</b>		
<p>If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application.</p>		
<p>I, _____, am the owner of the property subject to this request and consent to the request submitted by _____ (Applicant) to amend the proffered conditions associated with _____ (Original Rezoning Case) for Tax Map _____.</p>		
<b>Signature of Owner</b>		
<b>Name of Owner (Printed)</b>		
<p>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____.</p>		
<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

<b>Applicant's Permission for Inspection of Property</b>		
<p>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.</p>		
<b>Signature of Applicant</b>		
<b>Name of Applicant (Printed)</b>		
<p>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_____.</p>		
<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

<b>Review Checklist (For Office Use Only)</b>		
This form will be completed by the Department of Community Development as the application is reviewed.		
<b>Action</b>	<b>Date of Action</b>	
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: Decision Made		