



# COUNTY OF RICHMOND

*Land Use Office*

*101 Court Circle, P. O. Box 1000*

*Warsaw, Virginia 22572*

*Phone: (804)333-3415*

*Fax: (804)333-3408*

*Website: [www.co.richmond.va.us](http://www.co.richmond.va.us)*

To: Applicant for Rezoning/Zoning Ordinance Amendment  
From: Land Use Office  
Subject: Procedures & Application

## Purpose and Background

Zoning protects the rights of property owners while promoting the general welfare of the community. By dividing land into categories according to use, and setting regulations for these categories, a zoning ordinance can govern private land use and segregate incompatible uses. The purpose of zoning is to locate particular land uses where they are most appropriate, considering public utilities, road access, and the established development pattern. In addition to categorizing land by uses such as residential, commercial, and industrial, a zoning ordinance also specifies such details as building setback lines, the height and bulk of buildings, the size and location of open spaces, and the intensity to which the land may be developed. Zoning does not specify minimum construction standards; these are set forth in separate building codes.

As growth and change occur over time, it may become appropriate to modify the provisions of the Zoning Ordinance or change the zoning classification for a property.

## Applicants Responsibility

The applicant is required to meet with the Zoning Administrator to review their request and, if it is determined that a rezoning/amendment is necessary, the applicant is then required to submit a completed application. All questions must be answered as accurately and completely as possible to ensure that there is no delay in your request. Additionally, any required documents are to be included with the application & submitted to the Zoning Administrator prior to the deadline for the next meeting. Please note that the non-refundable application fee is required when the application is submitted.

If the applicant is not the owner of the property, evidence must be submitted showing that the applicant has approval to request a rezoning/amendment and will have the right to use the property as proposed.

## The Completed Application

Please take sufficient time to complete your application packet so that your reason for seeking a rezoning/amendment is clearly stated.

The more information that is presented initially will lessen the possibility that the request will be held up by the Planning Commission due to lack of information. If a question is not applicable, please indicate by writing *N/A* (Not Applicable).

## The Approval Process

After the application is filed, it is placed on the Planning Commission's agenda for their next meeting, which is the Monday before the 2<sup>nd</sup> Thursday of each month. In order for the application

to be on the Planning Commission's agenda, it must be filed in the Land Use Office by 5:00 p.m., twenty-one (21) days prior to the meeting date. After an application is filed, the public notice is advertised in the Northern Neck News for two consecutive weeks. At the following meeting, a public hearing on the rezoning/amendment will be held, where members of the public may come to address the Commission on the request. After the public hearing, the Planning Commission will make a recommendation on the request and forward it to the Board of Supervisors.

The Board of Supervisors will then set a public hearing on the rezoning/amendment. This public hearing will tentatively be held the second (2<sup>nd</sup>) Thursday of the following month. After the Board of Supervisor's holds the public hearing, they will either approve or deny the request. In making their determination on whether or not to grant the request and in determining conditions to be imposed, the Board of Supervisors will take into consideration the objective and intent of the Zoning Ordinance and may impose reasonable conditions that:

1. Abate or restrict noise, smoke, dust, or other elements that may affect surrounding property.
2. Establish requirements for orderly expansion and to prevent traffic congestion.
3. Provide for adequate parking and ingress and egress to public streets and/or roads.
4. Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.
5. Tend to prevent such uses from changing the character and established pattern of development of the community.

If you have any questions about the application or the procedures, do not hesitate to contact this office at 804-333-3415.



4. Current Zoning Classification: \_\_\_\_\_
5. Current land use and condition of site: \_\_\_\_\_  
\_\_\_\_\_
6. Zoning of surrounding land/property: \_\_\_\_\_  
\_\_\_\_\_
7. What is the applicant's interest in the premises affected? \_\_\_\_\_  
\_\_\_\_\_
8. What purpose will the property be served by granting this rezoning? \_\_\_\_\_  
\_\_\_\_\_

**The following documents and/or information are required  
to be submitted with the application:**

**An application fee of \$**

Make payable to the Treasurer of Richmond County. This fee is non-refundable and is required at the time of submittal.

**A Site Plan**

Your site plan should show the property boundaries, existing or proposed structures(s), adjacent roads, and any other pertinent information which would help outline your proposed use. The site plan must include the existing and proposed zoning district lines. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purpose of this application. The Administrator and/or the Planning Commission reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed rezoning.

**A copy of the deed to the property verifying the current ownership**

A copy may be obtained at the Richmond County Courthouse, Circuit Clerk's Office.

**A statement verifying the real estate taxes have been paid**

This may be obtained from the Treasurer's Office located in the Richmond County Administration Building.

**A Statement of Justification**

This printed or typed statement is to be addressed to the Richmond County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. If possible, the statement should be typed on standard paper (8.5 x 11) so that we may copy it.

**Proffer Statements**

All proffers will be submitted to the County Attorney for review. **No application package will be considered until the proffers have been reviewed by the County Attorney.** The proffered conditions shall be set forth with clarity and specificity in a proffer statement, which will be in the following format:

I hereby proffer that the use and development of this property shall be in strict accordance with



Tax Map No.: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Section: \_\_\_\_\_

Election District: \_\_\_\_\_

Block: \_\_\_\_\_

Property Area (acres): \_\_\_\_\_

Lots: \_\_\_\_\_

Property Frontage (feet): \_\_\_\_\_

Subdivision: \_\_\_\_\_

Property Depth (feet): \_\_\_\_\_

List any prior variance, proffers and/or conditions currently associated with this property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A location map showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties.

Date Authorized for Advertisement: \_\_\_\_\_

Advertising Deadline: \_\_\_\_\_

Building Department Review/Comments: \_\_\_\_\_

Planning/Zoning Department Review/Comments: \_\_\_\_\_

Date of Public Hearing for the Planning Commission: \_\_\_\_\_

Date of Public Hearing for the Board of Supervisors: \_\_\_\_\_

Planning Commission Vote: Approve: \_\_\_\_\_ Vote: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Vote: \_\_\_\_\_

Board of Supervisors Vote: Approve: \_\_\_\_\_ Vote: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Vote: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES**

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**Adjacent Property Owners to be completed by the Land Use Office**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Map No.: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Map No.: \_\_\_\_\_

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