

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

To:Applicant for Rezoning/Zoning Ordinance AmendmentFrom:Land Use OfficeSubject: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 2nd 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^{nd}) 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.

APPLICATION	RICHN N FOR REZONIN	MOND COUNTY		AMENDMENT
	Project	Number:		
	Date Re	eceived:		
	Fee Am	nount: \$		
	Date Pa	ud:		
TO BE COMPLETE	D BY APPLICANT:			
Applicant Name				
Address	City		State	Zip
Property Location for	Rezoning/Amendment (if	different than applicant	's address)	
Primary Contact Numb)er	Email Address		
Property Owner (if sam	ne as applicant, leave bla	ank)		
Address	City		State	Zip
Primary Contact Numb	per	Email Address		
	() Zoning Ordinance An of request:			
	() Agent for the propert owner and/or agent for t	•	-	
	at a determination be ma on the following request f	•		
1. Location of pro	perty:			
2. Election Distric	:t:			
3. Tax Map Numb	ber:			

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?_____

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

□ <u>An application fee of \$</u>____

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

□ <u>A Site Plan</u>

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 prospered rezoning.

□ <u>A copy of the deed to the property verifying the current ownership</u>

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

□ <u>A statement verifying the real estate taxes have been paid</u>

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

□ <u>A Statement of Justification</u>

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 (8.5×11) 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

the	foll	lowing	conditions:
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1			
2	 		
3	 		

□ Location Map

A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

□ Directions to your property from the Richmond County Administration Complex

The undersigned applicant hereby affirms that all information contained herein is accurate to the best of his/her knowledge and confirms that he/she has read the application and its instructions and has paid all fees currently due and is aware of costs which may be assessed to the applicant related to this application process and/or expenses incurred in securing professional assistance in connection with the review of this application for a rezoning/amendment, shall be charged to the applicant.

The undersigned applicant (and landowner, if applicable) also authorize entry onto the subject property by the Zoning Administrator, Planning Director, members of the Planning Commission, and/or members of the Board of Supervisors, during the normal discharge of their duties regarding the above applicant.

Additionally, the undersigned agree to comply with any conditions required by the Planning Commission of Richmond County, Virginia.

Applicant Signature

Date

Property Owner Signature

Date

Accepted by: _____

Date:_____

<u>PLEASE NOTE: If the required documents are not provided and/or the application is</u> incomplete, your application will not be placed on the Planning Commission Agenda.

TO BE COMPLETED BY STAFF:

Tax Map No.:	Pres	ent Zoning:	
Section:	Elec	tion District:	
Block:	Prop	perty Area (acres):	
Lots:	Prop	perty Frontage (feet):_	
Subdivision:	Prop	perty Depth (feet):	
List any prior variance, proffers and/or condition			
□ A location map showing the location of the promaintained roads and showing the use of surror			iding publicly
Date Authorized for Advertisement:			
Advertising Deadline:			
Building Department Review/Comments: Planning/Zoning Department Review/Comments:			
Date of Public Hearing for the Planning Commiss			
Date of Public Hearing for the Board of Supervise			
Planning Commission Vote: Approve: V	Vote:	Disapprove:	Vote:
Board of Supervisors Vote: Approve:	Vote:	Disapprove:	Vote:
Conditions:			
<u>NOTES</u>			

Name:	nd Use Office	ljacent Property Owners to be completed by the
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