

# REZONING APPLICATION



**Spotsylvania County Planning Department**

**Merchants Square Office Building  
9019 Old Battlefield Boulevard, Suite 320  
Spotsylvania, Virginia 22553**

**Phone (540) 507-7434  
[www.spotsylvania.va.us](http://www.spotsylvania.va.us)**

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**REZONING APPLICATION PACKET**

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## OVERVIEW OF THE REZONING PROCESS

The Rezoning Process involves analysis of the layout of the site and adjoining sites to assess the compatibility of the intended use with the adjacent and nearby land uses and whether the Rezoning is consistent with the Comprehensive Plan. The process includes review of the Rezoning Application by planning staff along with appropriate County departments, State and Federal agencies. Planning staff will report their findings and make recommendations to the Planning Commission and the Board of Supervisors at public hearings. In accordance with Section 23-4.2.1 of the Zoning Ordinance, planning staff arranges for public hearing notices to appear in the local newspaper twice prior to each public hearing and sends notices to each adjacent landowner. The Board of Supervisors votes on the rezoning request. The Rezoning Process typically takes between three (3) and twelve (12) months, depending on the type of request and issues involved.

## THE REZONING PROCESS

### STEP 1: PREAPPLICATION CONFERENCE

A Preapplication Conference is required prior to the submission of a Rezoning Application. Contact the Planning Department to schedule a Preapplication Conference. The purpose of the conference is to help identify early in the process those issues that should be addressed by the Application. Staff will determine the level of detail required for review of the Application in accordance with the minimum submission standards included in this packet. Please provide the following information with the request:

- ... parcel identification number or address of the property;
- ... size of the parcel(s);
- ... existing zoning; and
- ... proposed zoning.

During the conference, you will be asked to provide a brief overview of the proposal; then staff will assist you in identifying those components of the Comprehensive Plan that are relevant to the Application. As part of the review of the impacts of a proposed development, staff must consider the potential effects on present and future public facilities. Staff will also determine which submission requirements are necessary to evaluate your request and staff may also suggest additional items.

The Preapplication Conference is an opportunity for the Applicant/Engineer to seek assistance from planning staff and other review agencies on matters related to the Application. Review the contents of the Application packet prior to the conference, and if necessary, prepare a list of questions for staff. Contact the Planning Department (540) 507-7434 to schedule a Preapplication Conference prior to submitting a Rezoning Application.

Please bring informational items to the conference, but this is not required. Such information may include a Generalized Development Plan (GDP), topographic maps, architectural renderings, or any of the items described in the minimum submission requirement section of this packet.

### STEP 1A: COMMUNITY MEETING

If the proposal is adjacent to residential uses, you will need to host a community meeting prior to submission. See "County of Spotsylvania Community Meeting Policy" on the County's/Planning webpage: [www.spotsylvania.va.us](http://www.spotsylvania.va.us).

### STEP 2: INITIAL APPLICATION SUBMISSION

Complete all required items listed in the Basic Submission Requirements. Submit these items along with the appropriate fees to the Community Development Intake Counter at: **9019 Old Battlefield Boulevard, Spotsylvania, VA 22553.**

## **Basic Submission Requirements**

The term “Basic Submission” is used to describe the minimum graphic and Narrative information necessary to review an Application for Rezoning. Additional submission information is preliminarily identified at the Preapplication Conference and confirmed after the submittal. However, the Planning Department or other review agencies may seek additional information after the submittal. The omission of any of the Basic Submission materials or any of the additional information may result in the case being determined incomplete.

The following items must be submitted as part of the Application:

- **Standard Application Form** (signed, 1 copy)
- **Special Power of Attorney Affidavit** (if needed, 1 copy)
- **If Applicant is not the Owner, attach documentation of notarized Owner’s consent**
- **Adjacent Property List** (1 copy)  
At the Preapplication meeting, a planner will assist you in compiling a list of all property adjoining, abutting or across the street from the property.
- **Fees** (See pg. 21 or the current Unified Fee Schedule)
- **General Warranty Deed** (1 copy)
- **Accurate Plat** (may be combined with the GDP, 1 copy)
- **Generalized Development Plan-Narrative** (1 copy & digital format)
- **Generalized Development Plan-Graphic** (minimum 15 folded copies & digital format)
- **Fiscal Impact Analysis** (1 copy & digital format)
- **Draft Proffer Statement** or statement of intent to submit (1 copy & digital format)
- **Illustrative / Concept Plan and/or Architectural Renderings**
- **Traffic Impact Study** (5 copies & digital format & appropriate fee)
- **Conceptual Stormwater Management Plan**

## **Planned Development Submission**

Planned Developments have more detailed Application requirements and must be accompanied by the following:

- **Master Zoning Plan - Graphic** (15 copies & digital format))
- **Master Zoning Plan - Narrative** (1 copy & digital format)

### **STEP 3: QUALITY CONTROL**

A case planner will be assigned to the case. The case planner will be the contact with the County throughout the Rezoning Process and the case planner will review the submission package for completeness within ten (10) working days of submission of an Application. Omissions in the submission package, including items identified in the Preapplication Conference, may result in the Application being determined incomplete. A letter identifying all incomplete items and revisions will be sent to the Applicant. Further processing of the Application will cease pending submission of the requested items. Once the case planner has determined the Application complete, the Application will be sent for staff review.

### **STEP 4: STAFF REVIEW AND COMMENT**

After the Application is determined complete, staff will transmit the Application to the relevant review agencies. During this time, the review agencies will perform a substantive analysis of the Application and will provide comments on issues identified during their review. The Applicant/Engineer will have a chance to address issues raised during the review process in a technical review meeting.

### **STEP 5: SCHEDULING, PROFFERS, AND POSTING**

A public hearing will be scheduled when the Application addresses issues noted during the review process. Submit fifteen (15) copies of the GDP (folded) and any color renderings for the Planning Commission public hearing. Once the case is scheduled, any new information must be submitted to the case planner, consistent with the agreed upon processing schedule for the case. Proffers need to be submitted to the Planning Department not less than twenty-one (21) calendar days prior to the Planning Commission public hearing. If staff recommends specific additional proffers or modifications to the submitted proffers, the revised proffers must be resubmitted not less than fourteen (14) days prior to the Planning Commission public hearing. The Planning Commission may also accept amended proffers once the public hearing has begun if the amended proffers do not materially affect the overall proposal. Necessary information not submitted by the due date may result in the case being withdrawn from the agenda. New information submitted after the due date will not be analyzed and a recommendation for deferral or denial may result. Planning staff will schedule the case for the next available Planning Commission public hearing, arrange for public notices in the local newspaper, and will send notification of the hearing to the adjacent property owners. Fifteen (15) days prior to the public hearing date, the Applicant must post notices on the property indicating an upcoming public hearing and identifying the appropriate case number for the pending Application. The Planning Department will provide the public notice signs. General posting instructions are included in this packet (See Posting of Public Notice Signs). Parcel specific instructions for posting the property will be handled by the case planner. Once the signs are posted, a notarized Sign Posting Affidavit must be submitted to the Planning Department.

### **STEP 6: PLANNING DEPARTMENT REPORT AND RECOMMENDATION**

The case planner will prepare the staff report and recommendation. A copy of the staff report and recommendations will be forwarded to the Applicant when the Planning Commission packets are delivered to the members of the Commission.

### **STEP 7: PLANNING COMMISSION PUBLIC HEARING**

At the public hearing, the case planner will provide an overview of the Application and present the staff report and recommendation. The Applicant will then be given ten (10) minutes to speak on behalf of the Application and to answer questions from the Planning Commission. The Applicant may display graphic materials during the presentation or use them in response to questions. Oversized materials should be reduced prior to the hearing in order to be included in the case file. Following the Applicant's presentation, the public hearing will be opened and citizens desiring to comment on the proposal are invited to speak. The Planning Commission may make their recommendation to the Board of Supervisors at the initial public hearing meeting or defer action on the proposal in accordance with Zoning Ordinance Section 23-4.6.7.

**STEP 8: SUBMISSION OF THE GDP FOR THE BOARD OF SUPERVISORS HEARING**

After the Planning Commission has acted on the Application, the Applicant must submit fifteen (15) folded copies of the GDP and color renderings. Upon receipt of the copies, the case will be scheduled for the next available Board of Supervisors public hearing and an e-mail/letter will be sent to the Applicant with this date. After the public hearing before the planning commission, the Applicant may submit any additional proffers or modifications to the submitted proffers that have been specifically recommended by motion of the Planning Commission or by the Planning Director; provided, however, that any amendments to the proffers recommended by the Planning Director must relate to issues identified in the staff report considered by the Planning Commission at the public hearing or discussed at the public hearing before the Planning Commission. All proffers shall be approved as to form by the County Attorney. All modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision. All final proffers shall be submitted in final form no later than fourteen (14) days prior to the public hearing before the Board of Supervisors.

**STEP 9: BOARD OF SUPERVISORS PUBLIC HEARING**

The Applicant will be responsible for ensuring that the signs are posted at the property at least fifteen (15) days prior to the public hearing and that a notarized Sign Posting Affidavit is submitted to the Planning Department. The Board hearing presentations are conducted in the same manner as the Planning Commission. Board actions may occur in accordance with Section 23.4.6.8 of the Zoning Ordinance.

## **GENERALIZED DEVELOPMENT PLAN (GDP) NARRATIVE**

The Zoning Ordinance requires both graphic and written information which addresses part of the basic submission Narrative to include a written description of the relationship of the proposal to the relevant components of the Comprehensive Plan or other materially relevant issues to be reviewed for its consistency in each Application. Assistance with the identification of these relevant components will be provided at the Preapplication Conference or during the initial agency review and should also be included in the Narrative. The information shall be presented in the following format:

### **Land Use**

- Uses proposed for the property, including a detailed description of the operation and any special process, conditions, hazards, safety concerns, or impacts on public facilities or the public health, safety and welfare associated with the proposal.
- Maximum number of dwelling units proposed, maximum lot coverage, and/or maximum floor area ratio (FAR).
- Method by which adjacent and neighboring properties shall be protected from the adverse impact of the proposed development, including vehicular access plan, proposed measures and types of landscaping and screening, and peripheral setback and yard requirements.
- Maximum height of all proposed structures.
- Special amenities to be provided.
- Proposed phases of development and the relationship of the development phase(s) on supportive utilities, facilities, transportation and service components to accommodate the impacts of the development.

### **Cultural Resources**

- Identification of general areas that have historic or scenic assets deserving protection and preservation, and proposed measures for protections and maintenance of same.
- Identification of existing cemeteries and measures to protect or relocate them in accordance with State law.
- Reference to consultation of the Comprehensive Plan; the Virginia Department of Historic Resources; and the United States Department of the Interior, National Park Service; to determine if the site has special significance.

### **Fire and Rescue**

- On/Off-site improvements proposed.
- Relationship of the proposed development to supportive public facilities.

### **Schools**

- Attendance zone.
- Potential number of students.

**Parks and Open Space**

- On/Off-site improvements proposed.
- Relationship of the proposed development to supportive public facilities.

**Water / Sewer**

- On/Off-site improvements proposed.
- Relationship of the proposed development to supportive public utilities.

**Environment**

- Identification of natural features deserving protection and preservation, and measures for protection and maintenance of same.
- Generalized description of the natural site conditions with an emphasis on significant environmental features that would be affected by the proposed development or retained upon completion of the project. The descriptions shall address the following kinds of conditions:
  - Chesapeake Bay Resource Protection Areas;
  - Areas that will remain in a natural or undisturbed state upon completion of the project;
  - General percentage of impervious and pervious surfaces;
  - Use of natural ground surface features and drainage patterns for the purpose of managing stormwater management;
  - Areas with steep slopes (Sec. 23-2.1.4 "Open space")

**Housing**

- Proposal for mitigating the impact of the development on surrounding and nearby residential development.
- Compliance with affordable housing policies of the Comprehensive Plan

**Transportation**

- Estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan.
- Right-of-way dedications.
- On/Off-site improvements proposed.



## **GENERALIZED DEVELOPMENT PLAN (GDP)**

The processing of an Application for a rezoning involves analysis of the layout of the site and adjoining sites to assess the compatibility of the intended use with the adjacent and nearby land uses. The staff must review the design of the site and the existing and proposed site features. The Rezoning Generalized Development Plan (GDP) is a schematic plan developed in accordance with the Spotsylvania County Zoning Ordinance and the associated Design Standards Manual.

If the proposed rezoning has an existing structure and the proposed activity will be conducted within the structure, a GDP may not be required. Planning staff will outline the specific requirements at the Preapplication Conference.

### **GRAPHIC SUBMISSIONS:**

#### **Parcel Information**

An accurate plan of the property prepared by a certified Land Surveyor or licensed Civil Engineer and containing the following:

- Vicinity map at one (1) inch equals two thousand (2000) feet.
- Owner and project name.
- Property lines with bearings and distances and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale, scale graphic and north arrow.
- Names of boundary roads or streets and width of existing rights of way.
- Easements and encumbrances, if applicable.

#### **Generalized Development Plan Graphic**

The graphic portion of the rezoning GDP submission shall be prepared with a scale of not less than one (1) inch equals fifty (50) feet and a sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. Reasonable exceptions to the scale and sheet size will be made on a case by case basis. If prepared on more than one (1) sheet, match lines shall be clearly indicated where the sheets join. All sheets shall be folded to a size not greater than nine (9) inches by twelve (12) inches.

The GDP shall depict existing conditions and proposed features. A checklist is provided on page 11 that outlines the basic GDP requirements. This checklist is the same as the one used by planning staff in determining whether the Application is complete. These required items are also listed in Section 23-4.6.2 of the Zoning Ordinance. In addition to the Basic Submission Requirements for the GDP, additional information may be required.

#### **Illustrative/Concept Plans**

Information which is illustrative of the Applicant's development concept, including graphics, narratives, photographs, and studies may be submitted at the Applicant's discretion, but are intended only to provide examples of how the property might be developed. Whether this information is graphic or narrative, it must be clearly labeled as illustrative only. Any elements of the plan, which are to be conditions of the rezoning, must appear on the General Development

Plan - Graphic. Illustrative Plans are optional and are in addition to the Basic Submission Requirements. In the case where site improvements or conservation areas are being conditioned, the Illustrative Plan would be in addition to a Generalized Development Plan - Graphic.

The graphic portion of the Illustrative/Concept Plan submission shall be prepared with a scale of not less than one (1) inch equals fifty (50) feet and a sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. Reasonable exceptions to the scale and sheet size will be made on a case by case basis. If prepared on more than one (1) sheet, match lines shall be clearly indicated where the sheets join. All sheets shall be folded to a size of nine (9) inches by twelve (12) inches.

At the Board of Supervisor's hearing, the use of conceptual plans, renderings, and similar graphic exhibits shall be prohibited in the course of hearing on Applications for Special Use Applications, unless the Applicant shall first have provided the Board with instruments executed in such form as to assure development and construction in conformity with any such conceptual plan rendering or similar graphic exhibit.

**Spotsylvania County  
Rezoning Application  
Generalized Development Plan  
Graphic Review Checklist**

Case Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

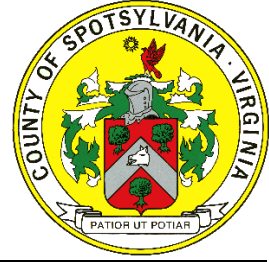
**NOTE: THIS CHECKLIST IS USED BY STAFF TO DETERMINE COMPLIANCE WITH COUNTY CODE, SEC. 23-4.6.3. IT IS PROVIDED TO PROFESSIONAL PLAN PREPARERS FOR INFORMATIONAL PURPOSES.**

At a minimum, the generalized development plan (GDP) shall include the following information unless the submission requirements have been waived or modified by the Planning Director due to the scope and nature of the proposed project:

- \_\_\_ 1. A title block denoting the type of application, name of project, tax map reference and street address;
- \_\_\_ 2. The name, address and phone number of the Applicant;
- \_\_\_ 3. The name, address, phone number, signature and registration number of the plan preparer, and the preparation date of the plan;
- \_\_\_ 4. Vicinity map, 1" = 2000', north arrow, scale and scale graphic;
- \_\_\_ 5. The identification of and distance to all major intersections within one-half mile of the proposed development;
- \_\_\_ 6. The boundary of the entire parcel with courses and distances, with existing or proposed parcel lines, easements, or rights-of-way within the subject property;
- \_\_\_ 7. The present zoning, principal use, and boundaries as described in article 6 of this chapter of any overlay zoning districts of the subject parcel and all contiguous properties;
- \_\_\_ 8. A table (with computations) estimating the lot coverage ratio and impervious surface ratio, the types of proposed uses, the number of residential dwelling units and densities, and the gross and net floor areas of nonresidential structures;
- \_\_\_ 9. The general locations, approximate dimensions, height, number of floors and setbacks of all existing and proposed buildings, structures, accessory structures (including outdoor lighting, fences, walls or hedges, trash receptacles), signs, landscaping and buffers, stormwater management facilities and other improvements;
- \_\_\_ 10. The boundaries of any water bodies, USGS perennial streams, floodplain, resource protection areas, watershed, wetlands (if any). (Floodplain, watershed and wetland boundary maps are available from the Planning Department);

- \_\_\_ 11. A generalized landscape plan showing existing vegetation, proposed clearing limits and indicating the location and types of vegetation to be installed under the landscaping and bufferyard requirements of article 5, division 5 of the Zoning Ordinance;
- \_\_\_ 12. The general location and material descriptions of all other existing and proposed screens, bufferyards or landscaping;
- \_\_\_ 13. The location and dimensions of existing and proposed parking and loading areas and any other impervious surfaces such as driveways, streets (and names), cement sidewalks, and playing surfaces and location and description of all points of access including all proposed interparcel connections;
- \_\_\_ 14. The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan;
- \_\_\_ 15. The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property;
- \_\_\_ 16. Points of connection to public water and sewer and/or location of wells and septic systems and reserve drainfields; (existing water and sewer mains serving the site of the proposed development);
- \_\_\_ 17. Topographic contour lines at ten-foot (10') intervals using United States Geologic Survey 7.5 minute quadrangles interpolated to two-foot (2') contours as necessary, for the existing site;
- \_\_\_ 18. The size, location and boundaries of any common open spaces, recreation areas and recreation facilities, including a statement of whether such open areas are to be dedicated to the public;
- \_\_\_ 19. For large scale, phased developments, identification of the location and timing of each phase of the development;
- \_\_\_ 20. Any known historic building or features or any known places of burial;
- \_\_\_ 21. Signature and seal of professional person certifying the plan;
- \_\_\_ 22. A description of the methods proposed to control erosion, sedimentation and stormwater runoff; and
- \_\_\_ 23. A description of the persons to be responsible for future maintenance of all roads, easements, parks, playgrounds, stormwater and drainage facilities and other common areas.

**County of Spotsylvania**  
Department of Planning  
9019 Old Battlefield Blvd. Suite 320  
Spotsylvania, VA 22553  
Phone: (540) 507-7434



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**Pre-Application Meeting Request**

Property Owner(s): \_\_\_\_\_

Developer/Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ \*Email: \_\_\_\_\_

TM#: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Disturbed Acreage \_\_\_\_\_ Parcel Acreage \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Public Water:  Yes  No      Public Sewer:  Yes  No

Is this an active project in the County or have there been any prior approvals?  Yes  No

If yes, list: \_\_\_\_\_

Issues or items to be discussed:  
\_\_\_\_\_

Department/Staff requested to attend:  
\_\_\_\_\_

\*Requested DATE of PRE-APPLICATION MEETING (Thursday): \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please submit this request on Monday the week prior to the week of the meeting date with a General Plan of Development or Concept Plan.

## PROFFERED CONDITIONS/PLANS

All proffered conditions, offered by the Applicant to mitigate development issues, should be submitted with the initial Rezoning Application. Proffered conditions are not a requirement of the Basic Submission Requirements, but an Applicant's submission of any proposed proffered conditions will facilitate the Rezoning Application review process. If a draft proffer statement is submitted, revisions to the draft proffer statement should occur in response to staff analysis. If a draft proffer statement does not accompany the Application and proffer conditions are intended, then a statement to that effect must accompany the Application.

The County Attorney will review proffer statements as to form and advise the Planning Department of proffered conditions which are inappropriately worded or unacceptable.

All modified or revised proffers shall be accompanied by comparative drafts highlighting the changes. All proffers shall be submitted in final form no later than fourteen (14) days prior to the public hearings. While changes may be made to the proffer statement based on issues discussed at the Planning Commission public hearing, the Board may refer a Rezoning Application back to the Planning Commission if substantial changes to the proffers are made after the Planning Commission public hearing of the Application.

The proffer statement shall include an introductory sentence stating that the use and the development of the property shall be in conformance with the proffered conditions. For the purpose of maintaining permanent records the statement shall be submitted on eight and one-half (8-1/2) inch by eleven (11) inch paper (see next page).

**Please refer to Sec. 23-4.6.3 and the *Zoning Evaluation and Proffer Policy Guide* for additional information on proffer statements.**

**Also, available on the county web at:**

**[www.spotsylvania.va.us/governmentservices/planning](http://www.spotsylvania.va.us/governmentservices/planning)**

## **VOLUNTARY PROFFER STATEMENT FORMAT**

The proffer statement should be formatted as follows on 8 ½” by 11” paper:

### **VOLUNTARY PROFFER STATEMENT**

*Rezoning case file number*

*Applicant's name*  
*Applicant's address*

*Project name*  
*Tax parcel number(s)*  
*Address, if available*

*Date, with date of all revisions*

#### **I. General Information**

*Include an introductory statement that includes the rezoning request, current zoning classification, acreage, uses, and other relevant general detail. State that the development of the property shall be in conformance with the proffered conditions. If a Generalized Development Plan or other graphics are proffered, they should also be referenced in this paragraph.*

#### **II. Next Heading**

- A. Detail proffer.**
- B. Detail proffer.**
  - 1) Further detail.**
  - 2) Further detail.**

#### **III. Next Heading**

- A. Detail proffer.**
- B. Detail proffer.**

***Applicant makes these proffers voluntarily, in support of their Rezoning Application.***

*Original signature* \_\_\_\_\_ *Date*  
*Type full name and title*

*Notary statement, signature, and Date*

Format guidelines:

- Proffers that supersede a previous proffer statement accepted under a different rezoning should include the previous case number in the heading after the current case number, clearly identifying that the current proffer statement supersedes the previous one.
- The headings should correspond with relevant headings in the Comprehensive Plan (e.g. land use, transportation, etc.). Proffers that do not address a specific policy in the Comprehensive Plan may be grouped under the heading “Materially Relevant”.
- Each number or letter under a heading should apply to no more than one condition or detail of a condition.

**In accordance with Sec. 23-4.6.3(b)(3), all modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision.**

## MASTER ZONING PLAN

An Application for any Planned District [Planned Development - Housing (PDH) or Planned Develop - Commercial (PDC)] must include a Master Zoning Plan. The Master Zoning Plan is legally binding with respect to the location, type and intensity of the intended uses of the property. **This is not to be confused with the Generalized Development Plan** which is intended to show the location and provide a discussion of site improvements that are legally binding when proffered by the Applicant. A Master Zoning Plan is similar to a zoning map in that it controls the general location and intensity of proposed uses.

### Master Zoning Plan - Graphic

The graphic portion of the Master Zoning Plan shall be prepared at a scale of not more than one (1) inch equals fifty (50) feet and a sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. If prepared on more than one sheet, match lines shall be clearly indicated where the sheets join. All sheets shall be folded to a size of nine (9) inches by twelve (12) inches. The graphic should include the information required for the Basic Submission Requirements and the following:

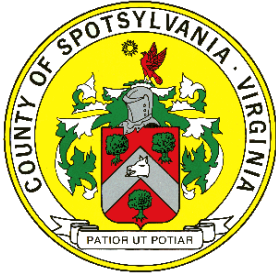
- General boundaries and area(s) of each proposed land bay or section, area(s) to remain undisturbed by site development, proposed land uses, the relative density/intensity of development within each land bay, principal street systems, recreation areas or public use areas to be located within the project.
- A land bay table showing the range of uses, number of dwelling units for residential areas or square feet of floor space for commercial, office, and industrial areas and their respective acreage and floor area ratio or density of development.

### Master Zoning Plan - Narrative

A narrative in the form of a Development Analysis is required for Planned Development Districts. The scope of the analysis beyond the Basic Submission Requirements will be determined at the Preapplication Conference.

Development to be constructed in sections, shall require the submission of a phasing schedule, which describes the stage during the development that the required public or community facilities; such as: schools, libraries, recreation and open space areas, major streets, and commuter parking lots; shall be dedicated or constructed. The sequence in which all proffers will be satisfied should be addressed in the phasing schedule.





**REZONING  
APPLICATION**  
(Please type or print)

Date: _____	Case: _____	
110-0000-316-16-08 (395)	Mailing	\$ _____
110-0000-316-16-08 (395)	Planning	\$ _____
110-0000-316-16-10 (334)	GIS	\$ <u>830.00</u>
260-0000-313-03-45	Zoning	\$ <u>625.00</u>
260-0000-318-99-14	Intake	\$ <u>55.00</u>
	Process.Fee	
	<b>Total Filing Fee:</b>	_____

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Applicant's E-mail Address

\_\_\_\_\_  
Applicant's Telephone No.

\_\_\_\_\_  
Agent's Name (Point of Contact for Application)

\_\_\_\_\_  
Agent's Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Agent's E-mail Address

\_\_\_\_\_  
Agent's Telephone No.

**Property Owner Information:**

**If Applicant is not the owner, attach documentation of owner's consent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone No.

Parcel Location: \_\_\_\_\_

Tax Map Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Acreage in Request \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Overlay District: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

*To: The Board of Supervisors of Spotsylvania County, Virginia. The above named Applicant(s) hereby petition(s) for the approval indicated above for the described property and as shown on the attached plan made a part of this Application and certifies that the information provided is correct.*

\_\_\_\_\_  
Signature of Owner (or Agent with POA\*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner (or Agent with POA\*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*\*I have read this Application, understand its intent and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission for Spotsylvania County Officials and other authorized government agents on official business to enter the property to process this Application.*

Voting District: \_\_\_\_\_ Census Tract: \_\_\_\_\_ Traffic Analysis Zone: \_\_\_\_\_  
(To be completed by the Planning Department after submission)

**SPECIAL POWER OF ATTORNEY AFFIDAVIT**

**COMMONWEALTH OF VIRGINIA  
COUNTY OF SPOTSYLVANIA**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I,  
\_\_\_\_\_, the owner of  
\_\_\_\_\_(describe land by tax map number) make,  
constitute, and appoint \_\_\_\_\_, my  
true and lawful attorney-in-fact, and in my name, place and stead giving unto said  
\_\_\_\_\_ full power and authority to do and perform  
all acts and make all representation necessary, without any limitation whatsoever, to make  
Application for said Rezoning Application. This includes the authority to execute and amend  
proffers and to sign the Notice of Conditional Zoning.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be  
in full force and effect on \_\_\_\_\_, 20\_\_\_\_, and shall remain in full force  
and effect thereafter until actual notice, by certified mail, return receipt requested is received by  
the Planning Department of Spotsylvania County stating that the terms of this power have been  
revoked or modified.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Owner/Contract Purchaser/Authorized Agent (Circle One)

COMMONWEALTH OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_,  
the Owner of  
said property, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

My commission expires:

\_\_\_\_\_ Notary Public

\_\_\_\_\_ Registration Number

**OFFICE USE ONLY**

File/Case Number : \_\_\_\_\_ Date Accepted: \_\_\_\_\_, 20 \_\_\_\_



## **POSTING OF PUBLIC NOTICE SIGNS**

Public notice signs must be posted at least fifteen (15) days prior to the public hearing.

Sign(s) required for posting must be obtained from the Planning Department. At least one (1) sign is required for all properties. Additional signs are required for property that abuts more than one (1) public street and property with more than two hundred (200) feet of road frontage. Properties without public street frontage are required to post at least one (1) sign on the property and at least one (1) sign along a nearby street.

Signs shall be posted to ensure greatest public visibility in accordance with the following:

- Signs shall be posted adjacent to the street right-of-way abutting the site, no more than ten (10) feet from the edge of the right-of-way.
- Properties for which only one (1) sign is required should be posted near the middle of the site's frontage, unless due to topography, woods, buildings or other obstructions, or a location to one (1) side, if the frontage would facilitate better visibility.
- Properties with more than one (1) street frontage shall be posted with at least one (1) sign along each street.
- Properties with more than (200) feet of street frontage shall be posted with one (1) sign for each (200) feet of frontage, spaced at least (200) feet apart.
- If a property has no road frontage, the Planning Department will determine the number and location of signs to be posted. At least one (1) sign will be required to be posted on the actual property, and at least one (1) sign will be required to be posted along a nearby street, with a note giving distance and direction to the property.

After posting the property, the Applicant must return the notarized Sign Posting Affidavit to the Planning Department within three (3) days of the date of posting. Failure to notify the Planning Department within three (3) days shall result in the case being removed from public hearing.

Until the public hearing, the Applicant must maintain all signs posted in good condition. If a sign is damaged or destroyed, a replacement sign must be secured from the Planning Department and posted as soon as practical.

If a property is not posted at least fifteen (15) days prior to the hearing, if it is improperly posted, if damaged or destroyed signs are not replaced, if a notarized Sign Posting Affidavit is not filed with the Planning Department within three (3) days of posting, or if other inconsistencies with Section 23-4.2.1 of the Zoning Ordinance occur; the public hearing may be deferred for reasons of improper public notice. If deferred, the property will have to be reposted in accordance with these instructions. The Applicant should also note that improper public notice may be grounds for invalidating an approved Application after approval has been granted.

**Signs must be removed within ten (10) days after Board of Supervisors action.**

**SIGN POSTING AFFIDAVIT**

I, \_\_\_\_\_, hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a sign(s) stating that zoning action was pending on the property described below was/were posted on the property and that the sign(s) was/were easily visible from all public streets and public ways abutting the property.

Property Description:

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

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant / Agent

COMMONWEALTH OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_,  
the Owner of said property, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires:

\_\_\_\_\_ Notary Public  
\_\_\_\_\_ Registration Number

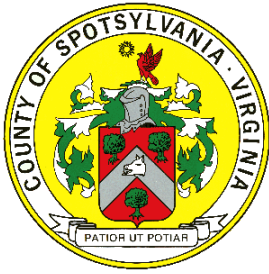
Return From To:  
Spotsylvania County Planning Department  
9019 Old Battlefield Blvd., Suite 320  
Spotsylvania, VA 22553

Attn: \_\_\_\_\_

Case# \_\_\_\_\_

**OFFICE USE ONLY**

File/Case Number \_\_\_\_\_ Date Accepted \_\_\_\_\_, 20\_\_\_\_\_



## REZONING FEE CALCULATION SHEET

Application No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

### STEP 1- CALCULATE THE PLANNING FEE:

Rezoning

Base Fee	\$	11,600.00
# of acres > 5 _____ X \$45.00	\$	
	\$	

Rezoning Proffer Amendment

Base Fee	\$	7,180.00
# of acres > 5 _____ X \$45.00	\$	
	\$	

### STEP 2- COMPLETE APPLICATION WORKSHEET:

260-0000-318-99-14	Intake Processing Fee	\$	55.00
110-0000-316-16-08 (395)	Mailing Fee**:	\$	
110-0000-316-16-08 (395)	Planning Fee:	\$	
110-0000-316-16-10 (334)	GIS Fee:	\$	*830.00
260-0000-313-03-45	Zoning Fee:	\$	625.00

**APPLICATION TOTAL:** \$

\*GIS fee not applied to Applications that do not require a Generalized Development Plan (GDP)

\*\*Equation:  $[(1^{\text{st}} \text{ class postage cost} + \text{Certificate of Mailing cost}) \times \# \text{ of adjacent parcels}] \times (2) \text{ meetings} = \underline{\$(\text{Mailing Fee})}^{**}$

**\*\*Refunds (Planning) – All refunds must be requested in writing to the Planning Director. Refunds will be issued in the following circumstances: 95% of Planning fees if application is withdrawn within two (2) business days of submission; 80% of Planning fees if application is withdrawn during the initial review period (time varies depending on application type); 40% of Planning fees if application is withdrawn within ten (10) business days after initial review comments are issued. \*\***