



	Goochland County Policies and Procedures	Effective: 7/3/12
	Department of Planning & Zoning	

APPLICATIONS ON THE PLANNING COMMISSION AGENDA

The following policy applies to all Conditional Use Permit and Rezoning Applications. The purpose of this policy is to establish a fair and consistent process to initiate the public hearing of Rezoning and Conditional Use Permit applications.

Effective July 3, 2012, Community Development staff will adhere to the following processes for each new Rezoning application and Conditional Use Permit applications.

1. Pre-Application – Required

Pre-consultation is a vital part of the application review and approval process; therefore, applications will not be scheduled for the Planning Commission without the benefit of a pre-application meeting.

- a. The applicant shall file a Pre-application with the Planning & Zoning office. There are no fees associated with this application. This Pre-application will address items on the Pre-application checklist and be sufficiently complete for staff to evaluate the requested use(s).
- b. With submittal of the Pre-application, the application becomes public, and Staff shall advise the Board of Supervisors and the Planning Commission of the pre-application.
- c. Community Development staff shall meet with the applicant as often as necessary to evaluate: the intended use(s), compliance with the Comprehensive Plan, applicable zoning and/or sub-division regulations, project design, roadways and vehicular circulation, water/sewer/septic, site development requirements, etc.
- d. Applicants are encouraged to consult with Community Development staff regarding the following matters prior to the applicant’s initial community meeting:

Site Design/Conceptual Plan

- The applicants should provide site and building plans sufficient to exhibit the location, character, extent, configuration, and other design components of the proposed improvements. It is anticipated that several study alternatives may be generated in this pre-application phase.
- If so requested by staff, applicants shall provide alternative project designs that avoid development of potentially challenging portions of the site.

Transportation

- Roadway improvements, both on and off-site, deemed necessary for the proposed project shall be determined on a case-by-case basis by the staff in cooperation with the applicant and VDOT. A Traffic Impact Analysis may be required by either County or VDOT staff. VDOT “warrant criteria” for improvements (turn lanes, signalization, etc.) will be considered as part of the

Pre-application process, but County staff shall recommend improvements including recommendations that may exceed VDOT criteria.



	Goochland County Policies and Procedures	Effective: 7/3/12
	Department of Planning & Zoning	

Environmental

- Applicants shall provide, if deemed necessary, sufficiently accurate and comprehensive soil and hydrology studies so that potential water supply and septic system issues may be identified. The applicant shall generally identify the location of flood plain, wetland, streams, and other environmentally sensitive areas that exist on the site.

Adjacent Property/Community Impacts

- The applicant shall identify potential impacts on adjacent properties, which may include visual, noise, or odor impacts. The applicant shall also be prepared to commit to methods to mitigate these impacts.

2. Community/Neighborhood Meeting – Required

The applicant shall:

- a. Convene a legitimate and participatory meeting with neighborhoods and property owners abutting the proposed project.
- b. Schedule the meeting at a time and place suitable for potential attendees **(at least a two week notice)**, including the Planning Commissioner and Board of Supervisor member from the election district. Notice shall also be sent to all other Planning Commissioners and Supervisors. **Letters to adjoining property owners shall provide the date, time and location of meeting, and explain the application in detail.**
- c. Notify the Planning Office before scheduling community meeting to ensure no conflicts.
- d. Inform citizens of the location, character, and extent of the project. Applicant shall explain what is being requested and provide a conceptual plan and information so attendees have a clear understanding of what is being proposed.
- e. Participate in dialogue with the attendees and present sufficiently detailed information so that meaningful discussion is possible.
- f. Submit to the County staff summary minutes of the meeting, including the major topics discussed, issues raised and what, if any, changes will be made to the project resulting from the meeting. A list of attendees and presenters shall be included in the summary minutes. Please use the attached sign-in sheet. Sign-ins who indicate a desire to be notified of the Planning Commission meeting will be forwarded official notification of Planning Commission two weeks in advance of the meeting.



	Goochland County Policies and Procedures	Effective: 7/3/12
	Department of Planning & Zoning	

3. Formal Application - Required

- a. For placement on the *following* month's Planning Commission agenda, the applicant shall file a formal application with the Planning & Zoning office by the first

Wednesday of the month. The application shall include, but not be limited to, the following items:

- Completed and signed application
- Fee (based on application & acreage – see fee schedule)
- Checklist from Pre-Application stage *with all required items*

- b. Staff shall review the application within five (5) working of the submittal. The applicant will be notified in writing of the status of the application.

- If Staff deems the application complete, it will be placed on the following month's Planning Commission agenda.
- If Staff deems the application incomplete, staff will provide the applicant a list of required information and a timeframe in which to submit required items. If required items are not submitted within the specified timeframe, the application will not be placed on the following month's Planning Commission agenda.

-end-