



# PLAN OF DEVELOPMENT WAIVER APPLICATION COUNTY OF GOOCHLAND, VIRGINIA

Environmental & Land Development

P.O. Box 103

Goochland, VA 23063

Phone: (804) 556-5860

Web: [www.goochlandva.us](http://www.goochlandva.us)

FAX: (804) 556-5654

Application File Date: \_\_\_\_\_

Application No.: POD-\_\_\_\_\_

### Application Requirements

The following forms must be filled out completely and submitted or the application may not be accepted:

1. A *POD Waiver Application* with full answers to every statement and question. The application must be signed by a Property Owner, Applicant, or Representative named below.
2. *POD Waiver Request Letter* Signed by the applicant

### Applicant(s) Information

Name of Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Property Information

Street Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

GPIN Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Overlay District: \_\_\_\_\_

Existing Use: \_\_\_\_\_

*Are there any deed restrictions? If yes, attach copy of deed restrictions. Date restrictions expire: \_\_\_\_\_*

The undersigned  Owner  Applicant authorizes entry onto the property by Goochland County employees during normal discharge of their duties in regard to this request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Signature

**Written Description of Proposed Physical Improvements/Change in Use**

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**Project Information**

1. Proposed use(s): \_\_\_\_\_
2. Hours of operation: \_\_\_\_\_
3. Proposed name of business: \_\_\_\_\_
4. Estimated number of patrons: \_\_\_\_\_
5. Proposed number of employees: \_\_\_\_\_
6. Square footage of any proposed building: \_\_\_\_\_
7. Required parking spaces: \_\_\_\_\_

**Additional Comments/Remarks**

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**Plan of Development Waiver Process**

Completed POD waiver applications shall be filed with the Environmental & Land Development Office. Once the application is deemed complete, Gochland County will review the waiver request. If it is deemed that the proposed improvements are not cause for any site improvements or actions that might otherwise be required by the POD process and regulations, the waiver will be granted.

*Please note that you may still need to obtain applicable building and/or zoning permits.*

*Sample POD Waiver Letter*

*[Date]*

Goochland County  
Department of Community Development  
PO Box 103  
Goochland VA 23063  
Attn: POD Administrator

RE: POD Waiver Request for *[address of site]*

To Whom it May Concern,

Please consider this letter as my request to waive the POD requirements and fees as set forth in the Goochland County Zoning Ordinance, Article 21, Division 5, Section 18.2. This section allows the County to waive POD requirements and fees, if upon review, it is determined that that the proposed work would not be cause for any site improvements or actions that might otherwise be required by the POD process and regulations. I understand that I may still need to obtain building and/or zoning permits and the POD waiver does not waive any other County requirements.

Sincerely,

*[Name]*