



**GOOCHLAND COUNTY**  
**APPLICATION FOR REVISING PROFFER(S)**

**COUNTY OF GOOCHLAND**  
**P. O. Box 103**  
**Goochland, VA 23063**

**Name of Applicant(s)**

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**Address**

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**Phone Number**

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**Location of Property** \_\_\_\_\_

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**Attach Plat**

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**Owner/Lessee**

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**Application No.** \_\_\_\_\_

**Date of Application Filed**

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**Date and Time of Hearing**

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**Name of Representative**

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**Address**

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**Phone Number**

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**District** \_\_\_\_\_

**Subdivision**

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**Date Property Rezoned:**

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**Parcel No(s).** \_\_\_\_\_

**Acreage:** \_\_\_\_\_

## PROCEDURE FOR ANY CHANGE OF ZONING DISTRICT CLASSIFICATION OR PROFFERED CONDITIONS

### 1. Pre-application

- A. The applicant shall complete a pre-application by providing all of the information on the pre-application checklist with sufficient detail to allow evaluation by the department of community development. There are no fees associated with the pre-application.
- B. The pre-application is a publicly available document; staff also advises the board of supervisors and planning commission of pre-applications.
- C. A pre-application meeting must be held with staff.

### 2. Community meeting.

- A. The applicant must hold a community meeting at a time and place suitable for staff and expected attendees. Applicant must obtain approval of a date and location from staff prior to scheduling the meeting.
- B. Applicant must provide written notice at least two weeks prior to the meeting to adjacent property owners, the planning commission, and the board of supervisors. Notices must include the date, time, and location of the meeting and provide a detailed explanation of the pre-application.
- C. At the meeting, applicant must present the pre-application in detail, including conceptual plans. The meeting must allow for participation by and communication from attendees.
- D. Applicant must submit to staff a list of all meeting attendees and a meeting summary, including all topics discussed and any issues or concerns raised by attendees.
- E. Staff posts property with zoning notice sign.

3. Application. Following completion of the pre-application process, including the community meeting, the applicant may file its application. **Application filing deadline is 5:00 p.m. of the first Wednesday of the month. If application is deemed complete, the application will be scheduled for the Planning Commission meeting the first Thursday (typically) of the following month.** To be considered complete, an application must include all requested information, all items on the pre-application checklist, a completed and executed real property disclosure affidavit, and the required fees pursuant to the fee schedule.

If requested rezoning is only for a portion of a property, a surveyed plat is required.

4. Advertisement. Every application is advertised once a week for two (2) successive weeks for each public hearing. Said notice appears in a newspaper having general circulation in the County. In addition, prior to its scheduled hearing, the Commission notifies all owners of the property being rezoned and the owners of property adjacent to the property for which a change of zoning is being requested. The Secretary may give such additional notice to concerned persons or organizations as he/she may in his/her discretion, deem advisable.

5. Planning Commission Agenda. Cases are heard in the order in which they appear on the agenda, except a case may be advanced for hearing by order of the Commission upon good cause shown. The Commission reports to the Board of Supervisors no later than seventy (70) days after the first meeting of the Commission after the proposed application could be heard. Planning Commission recommendation is advisory.

6. Board of Supervisors Agenda. After a Planning Commission action, cases are generally scheduled for the next Board of Supervisors meeting which is typically scheduled for the first Tuesday of the following month.

The Director of Community Development has discretion on which cases can be scheduled for the next BOS agenda based on the following criteria:

- A. Precedence will be given to cases with limited public comment based on community meetings and the Planning Commission public hearing.
- B. The number and complexity of applications scheduled.
- C. The anticipated ability to complete public hearings prior to 11:00 pm
- D. Multiple applications with significant public comment may or may not be scheduled on the same agenda depending on the quantity of other agenda items.
- E. Applications will be scheduled based on submittal time and date with earlier submittals be given priority; however, the Community Development Director reserves the right to make adjustments as needed.
- F. Economic Development projects will be given precedence in scheduling.
- G. Consideration will be given to time sensitive applications if applicant can provide necessary documentation.

Cases that are determined by the Director of Community Development that meet the above criteria and are not scheduled for the next BOS meeting may be heard at a Special Called Meeting of the Board that same month or at the following month's Board of Supervisors meeting.

1. The applicant requests that the present proffer or proffers be amended. State present proffer(s) or attach a copy of existing proffers.

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2. State the revised proffer(s).

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3. Describe briefly the reason for the requested amended proffer(s).

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STATE OF VIRGINIA ) to wit  
COUNTY OF GOOCHLAND )

I, \_\_\_\_\_ (print), being duly sworn, depose and say that I am Lessee/Owner of the property involved in the application. If I am not the Lessee, Owner, I will produce a copy of a contract to purchase the property or I will present written certification from the owner granting me the right to submit this application. I further declare that I have familiarized myself with the rules and regulations pertaining to preparing the filing this application and that the foregoing statements and answers provided herein are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant(s) / Date \_\_\_\_\_

\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:

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