

# **COUNTY OF GOOCHLAND**

## **Goochland, Virginia**



### **APPLICATION**

### **FOR**

### **REZONING**

January 1, 2020

# CHECK LIST FOR APPLICATIONS APPLIED FOR IN THE PLANNING AND ZONING DEPARTMENT

\_\_\_\_\_ VARIANCE (VAR \_\_\_\_\_ )

\_\_\_\_\_ REZONING (RZ \_\_\_\_\_ )

\_\_\_\_\_ CONDITIONAL USE PERMIT (CU \_\_\_\_\_ )

\_\_\_\_\_ Pre-application meeting and questionnaire with **planning staff** before filing the application. Date of meeting \_\_\_\_\_.

\_\_\_\_\_ Community/neighborhood meeting. Date of meeting \_\_\_\_\_

\_\_\_\_\_ Application complete

\_\_\_\_\_ Application signed and notarized.

\_\_\_\_\_ Disclosure affidavit completed

\_\_\_\_\_ Signed proffer statement if applicable

\_\_\_\_\_ Fees submitted

\_\_\_\_\_ Site plan submitted with all the requirements of the application.

\_\_\_\_\_ Building Inspection – for change of use – building permit required.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **FOR OFFICE USE ONLY**

\_\_\_\_\_ PRE-APPLICATION MEETING \_\_\_\_\_

\_\_\_\_\_ COMMUNITY/NEIGHBORHOOD MEETING

\_\_\_\_\_ DEVELOPMENT REVIEW COMMITTEE

\_\_\_\_\_ REZONING APPLICATION RECEIVED IN PLANNING OFFICE

\_\_\_\_\_ COMPLETE APPLICATION RECEIVED

\_\_\_\_\_ PLANNING COMMISSION PUBLIC HEARING

\_\_\_\_\_ BOARD OF SUPERVISORS PUBLIC HEARING

Zoning Map     Aerial Map     Comp. Plan Map     Vicinity Map

## 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.

**APPLICATION FOR RECLASSIFICATION OF PROPERTY  
UNDER THE ZONING ORDINANCE  
COUNTY OF GOOCHLAND, VIRGINIA**

Planning and Zoning Office  
P.O. Box 103  
Goochland, VA 23063

Phone: (804) 556-5863

Web: [www.co.goochland.va.us](http://www.co.goochland.va.us)

FAX: (804) 556-5654

*Office Use Only*

Application File Date:	Fee paid: \$	Application No.: RZ-
Planning Commission: _____ Board of Supervisors: _____	Receipt No.:	Pre-Application:

**Name of Applicant(s):**

**Address:**

**Phone #:**

**Name of Representative:**

**Address:**

**Phone #:**

**Property Owner:**

**Disclosure of Real Parties in Interest. Provide completed disclosure form(s)**

**Location:**

**Parcel No.(s)**

**GPIN #**

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

**Attach Plat:** \_\_\_\_\_

**Number of By-Right Cut** \_\_\_\_\_

**Account #:** \_\_\_\_\_

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

**Public Road Access:** \_\_\_\_\_

**Deed Book Reference:** \_\_\_\_\_

**Plat Book Reference:** \_\_\_\_\_

**Property in Land Use: Yes / No**

**Owner/Lessee:**

**Are there any deed restrictions? Yes / No If yes, attach copy of deed restrictions.**

**Has a soil study been done for this property? Yes / No If yes, please attach copy of soil survey.**

**Are there any historical sites or structures on the property? Yes/No If yes, provide details.**

**1. The applicant requests that the property described above, now classified \_\_\_\_\_, be reclassified to \_\_\_\_\_. Relate here the reasons for requesting the reclassification.**

**2. Describe briefly the proposed use of the property.**

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**3. Describe briefly the improvements proposed. State whether new buildings or structures are to be constructed, existing buildings or structures are to be used or additions made to existing buildings or structures. Give dimensions of the buildings that are to be constructed and the dimensions of any existing buildings on the property. (Conceptual plan required)**

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**4. Describe the reason for the requested change.**

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**5. Describe the effects of this reclassification on adjacent property and the surrounding neighborhood.**

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**6. Why does the applicant believe that this requested change will be advantageous to the County? (Please substantiate with facts).**

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**7. Explain the present unavailability of land in the community or adjacent communities zoned to permit proper location of the proposed use.**

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**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. The present zoning classification and use of the subject property. \_\_\_\_\_  
\_\_\_\_\_
2. The planned use designation of the property and adjacent land as contained in the Comprehensive Plan : \_\_\_\_\_
3. Proposed open space area or proposed community and public facilities.  
\_\_\_\_\_
4. Planned Used for Development:
  - a) Single-Family Conventional Residential \_\_\_\_\_  
Number of Lots: \_\_\_\_\_ Minimum Lot Size \_\_\_\_\_  
Open Space/Common Area \_\_\_\_\_ Floodplain on property \_\_\_\_\_
  - b) Commercial \_\_\_\_\_  
Square footage of building(s) \_\_\_\_\_ Parking Required \_\_\_\_\_
  - c) Industrial \_\_\_\_\_  
Number of Lots: \_\_\_\_\_ Minimum Lot Size \_\_\_\_\_  
Square footage of building(s) \_\_\_\_\_ Parking Required \_\_\_\_\_
  - d) Other \_\_\_\_\_
5. Proposed property within an Overlay District. \_\_\_\_\_
6. What type of screening/buffering along the Right-of-Way: \_\_\_\_\_  
Submit landscape plan with application: Yes / No
7. Utilities: (a) Water: Public \_\_\_\_\_ Individual Well \_\_\_\_\_  
(b) Sewer: Public \_\_\_\_\_ Septic Tank \_\_\_\_\_
8. Has the property been timbered? Yes/No If yes, what year was it timbered? \_\_\_\_\_
9. Road Ownership and Maintenance: (a) Public \_\_\_\_\_ (b) Private \_\_\_\_\_
10. What public road access and access management category:  
Route \_\_\_\_\_ Access Classification: 1 2 3 4 5 6 Non Classified Roadway
11. Any community meetings held with adjoining property owners: \_\_\_\_\_ If so, date of meeting(s) \_\_\_\_\_

**Requirement and Instructions for Filing Application  
for Reclassification of Property**

**The following shall be filled out completely and submitted by the Applicant:**

1. The **Application Form** must be filed out completely with full answers to every statement and question. The Application may be signed by an agent or attorney or by the lessee, owner, or owners before a Notary Public in the space provided on Page 7.
2. Furnish a complete Conceptual Plan for rezoning. This plan shall consist of the following checklist:
  - ◆ \_\_\_\_\_ Plot plan or survey plat showing the dimensions of the property to be rezoned drawn to an appropriate scale.
  - ◆ \_\_\_\_\_ Location and dimensions of existing structures, right-of-ways, easements boundaries, water courses and lakes.
  - ◆ \_\_\_\_\_ Location and dimensions of proposed development including structures, types of uses, access drives, setbacks, easements, etc.
  - ◆ \_\_\_\_\_ Location and dimensions of proposed recreational areas and buffer zones, if required.
  - ◆ \_\_\_\_\_ Location and size of water, sewer and drainage facilities, if required. Soil information for those developments or septic tank drainfields.
  - ◆ \_\_\_\_\_ In the case of residential developments – proposed number of dwelling units and net acres available for building.
  - ◆ \_\_\_\_\_ In the case of commercial, industrial and institutional developments – proposed off street parking and loading areas, signage, outdoor lighting and buffers and screening.
  - ◆ \_\_\_\_\_ Topographic maps for commercial and industrial and residential developments on lots less than two acres.
  - ◆ \_\_\_\_\_ Traffic impact studies may be required based on Access Management Requirements.
3. The **Application Fee** required as per Section 15.2 - 2204 Code of Virginia (1950, as amended) is based on an adopted fee schedule which is attached to this application. This fee must be paid at the time of filing the Application. This fee only partially covers the extra cost to the County of investigating and processing the Application through its various stages. Make checks payable to **"County of Goochland"**.

STATE OF VIRGINIA ) TO WIT  
COUNTY OF GOOCHLAND )

I, \_\_\_\_\_, 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.

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 to Goochland County officials and other authorized government agents on official business to enter the property as necessary to process this application. I hereby agree to have a sign placed on my property, notifying the public of my application.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant / Date

\_\_\_\_\_  
Mailing Address of Applicant

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

My Commission Expires: \_\_\_\_\_  
Notary Public

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\_\_\_\_\_  
Signature of Property Owner / Date

Phone No. \_\_\_\_\_

\_\_\_\_\_  
Mailing Address of Property Owner

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

\_\_\_\_\_  
My Commission Expires

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

**STATEMENT OF PROFFER**

**CASE NO.** \_\_\_\_\_

\_\_\_\_\_, owner of Tax Map Parcel(s)  
\_\_\_\_\_, hereby voluntarily proffer that, in the event  
that the subject property is rezoned from \_\_\_\_\_ to \_\_\_\_\_, the development and  
use of the property will be subject to the following conditions:

These proffers are being submitted prior to the Board of Supervisors public hearing on this request. \

\_\_\_\_\_  
Owner of Record – Signature

\_\_\_\_\_  
Date

**COMMONWEALTH OF VIRGINIA**  
**STATE AT-LEASE, to wit:**

I, \_\_\_\_\_, a Notary Public for the State of Virginia, At –  
Large, do certify that \_\_\_\_\_ whose name is  
signed to the above, bearing date on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,  
Has acknowledged the same before me in my State aforesaid.

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

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Seal)

**GOOCHLAND COUNTY  
FEES FOR DEVELOPMENT REVIEWS**

**REZONING**

<b>Agricultural** (A-1, A-2, F-C)</b>	<b>\$ 450.00 per application</b>
<b>Residential** (R-1, R-2 and R-3) (R-R, R-MHS and R-MPH) (R-O and RPUD) (MPUD) Creation of one lot only</b>	<b>\$ 1,500.00 per application, Plus 50.00 per acre for each acre  \$ 450.00</b>
<b>Commercial* (B-1 and B-2)</b>	<b>\$ 1,500.00 per application, Plus 50.00 per acre for each acre</b>
<b>Industrial** (M-1 and M-2)</b>	<b>\$ 1,500.00 per application, Plus 50.00 per acre for each acre</b>
<b>Revising or Amending Proffers</b>	<b>\$ 1,125.00 per application</b>
<b>Comprehensive Plan Amendment</b>	<b>\$ 1,500.00 per application</b>

**CONDITIONAL USE PERMITS** \$ 750.00

**VARIANCES/APPEALS** \$ 450.00

**CERTIFICATE OF APPROVAL (COA)**

<b>Minor site improvements (signs, Fences, outbuildings, walls, etc.)</b>	<b>\$ 50.00</b>
<b>Major site improvements</b>	
Expanding the footprint of existing building	\$250.00
New construction	\$500.00
COA Appeal	\$500.00

**SUBDIVISION REVIEWS**

**Major Subdivisions**

<b>1. Tentative Plat</b>	<b>\$750.00 plus \$25.00 per lot</b>
<b>2. Final Plat</b>	<b>\$600.00 plus \$20.00 per lot</b>
<b>3. Right-of-way Vacation</b>	<b>\$300.00</b>
<b>4. Vacation of Plat</b>	<b>\$225.00</b>

**Minor Subdivisions**

<b>1. Plats Officer Review</b>	<b>\$ 600.00 plus \$25.00 per lot</b>
<b>2. Vacation of lot line</b>	<b>\$75.00</b>
<b>3. Family Subdivision</b>	<b>\$75.00</b>

**\*\*A \$250.00 FEE WILL BE IMPOSED ON ANY APPLICANT WHO REQUESTS A DEFERRAL OF A PUBLIC HEARING FOR A REZONING CASE ONCE THE CASE HAS BEEN ADVERTISED. IF REQUESTING A DEFERRAL, AN APPLICATION FOR DEFERRAL REQUEST NEEDS TO BE COMPLETED.**