

# **Goochland County Virginia**



## **REZONING APPLICATION**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**REZONING APPLICATION CHECKLIST**

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

- \_\_\_\_\_ 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 by applicant.  
Property Owner authority (by Application signature or Limited Power of Attorney)
- \_\_\_\_\_ Disclosure affidavit completed if applicable.
- \_\_\_\_\_ 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**

\_\_\_\_\_ **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 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.

### 3. Staff posts property with zoning notice sign(s). Sign(s) is/are placed on the property prior to community meeting and must remain on property until action is taken or application is withdrawn.

### 4. 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 typically be scheduled for the Planning Commission meeting the first Thursday 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, if applicable, and the required fees pursuant to the fee schedule (see page 11 of this application).

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

### 5. Public Hearing Notice. Every application is advertised in the local newspaper once a week for two successive weeks before the Planning Commission meeting, as well as the Board of Supervisors meeting, to provide notice to the public of the time and date of the public hearings, during which community members are allowed to attend and comment publicly on the application.

6. Adjacent Property Owner Notice. In addition to the public hearing notice in the local newspaper, county staff mails written notice of the application to all owners of property adjacent to the property for which a rezoning is being requested. Staff may give such additional notice to concerned persons or organizations as they deem advisable.
7. Planning Commission Meeting. Applications are heard in the order in which they appear on the agenda, except an application may be advanced for hearing by order of the Commission upon good cause shown. The Commission reports its recommendation for approval or denial of the application to the Board of Supervisors no later than 70 days after the date that the Commission first hears the application. The Planning Commission's recommendation is advisory to the Board of Supervisors.
8. Board of Supervisors Meeting. After the Planning Commission provides its recommendation, applications move to the Board of Supervisors for final approval or denial. Applications are generally scheduled for the next regularly scheduled Board of Supervisors meeting, which is typically the first Tuesday of the month following the Planning Commission meeting. The Board has 12 months to approve or deny applications, though action is typically taken after the first scheduled public hearing. If an application is denied by the Board of Supervisors, a substantially similar application cannot be filed with the Community Development department for a period of 12 months.

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

- A. Precedence will be given to applications 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 p.m.
- 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. Consideration will be given to time sensitive applications if applicant can provide necessary documentation.

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

**APPLICATION TO REZONE PROPERTY  
UNDER THE GOOCHLAND COUNTY  
ZONING ORDINANCE**

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

Phone: (804) 556-5863

Web: [www.goochlandva.us](http://www.goochlandva.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 #:**

**E-Mail:**

**Names of all Property Owner(s):**

**Submit a Disclosure of Real Parties in Interest Form  
if any applicant or owner is an entity**

**Property Address or Location:**

**Tax Map #s**

**GPIN #s**

**Name of Representative:**

**Address:**

**Phone #:**

**E-Mail:**

**Phone #**

**E-Mail:**

**Number of By-Right Cut**

**Property Account #:**

**Voting District:**

**Public Road Access:**

**Deed Book Reference:**

**Plat Book Reference:**

**Property Acreage:** \_\_\_\_\_ **If portion of Property:** \_\_\_\_\_ **acres**    **Attach Plat:** \_\_\_\_\_

**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.**

**Property in Land Use: Yes \_\_\_\_ No \_\_\_\_ If the property is in the land use taxation program, please be advised that a rezoning could make the property ineligible to continue in that program and subject property owners to payment of the resulting roll back taxes.**

1. The applicant requests that the property described above, now zoned \_\_\_\_\_, be rezoned to \_\_\_\_\_.

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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 will be constructed, existing buildings or structures will be used, or additions made to existing buildings or structures. Give dimensions of the buildings or structures 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 impacts of this change in zoning 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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**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. The current 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 Use for Development:
  - a) Single-Family 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 \_\_\_\_\_
4. Is the property within an Overlay District? (Article 27 of the Goochland County Zoning Ordinance) Yes/No  Route 6/650 Entrance Corridor  Oilville Village  Courthouse Village
5. What type of screening/buffering along the Right-of-Way: \_\_\_\_\_  
Submit landscape plan with application: Yes\_\_ / No\_\_
6. 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. Public road access and access management category (Article 23 Road and Access Management Section 15-342 of Goochland County Zoning Ordinance):  
Route \_\_\_\_\_ Access Classification: 1 2 3 4 5 6 Non Classified Roadway
11. Date of community meetings held with adjoining property owners? \_\_\_\_\_. Attach sign-in sheet and minutes of meeting.

## Requirements and Instructions for Filing Rezoning Application

**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 and certified by the Applicant. If the Applicant is not the Property Owner, then the Property Owner either needs to sign or provide a Special Limited Power of Attorney.**
  
- 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, rights-of-way, 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. Development Review Application Fees required per Goochland County Code Fee Schedule are attached to this application. The applicable fee must be paid at the time of filing the Application. This fee partially covers the County's cost to investigate and process the Application through its various stages. Make checks payable to "Goochland County".**
  
- 4. If you have questions on how to find information required on this application, contact the Planning Office by phone or e-mail.**



**PROFFER STATEMENT**

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

**Applicant/Representative and Property Owner (or Property Owner’s Agent under Limited Power of Attorney) 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 or Agent – Print Name and then Sign**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant/Representative – Print Name and Sign**

\_\_\_\_\_  
**Date**

**GOOCHLAND COUNTY  
DEVELOPMENT REVIEW FEES**

**REZONING**

<b>Agricultural** (A-1, A-2, A-3)</b>	<b>\$ 450.00 per application</b>
<b>Residential** (R-R, R-P, R-1, R-3, R-N) (R-O, RPUD, R-MH, MPUD)</b>	<b>\$ 1,500.00 per application, Plus 50.00 per acre</b>
<b>Creation of one lot only</b>	<b>\$ 450.00</b>
<b>Commercial** (B-N, B-1, B-3)</b>	<b>\$ 1,500.00 per application, Plus 50.00 per acre</b>
<b>Industrial** (M-1, M-2)</b>	<b>\$ 1,500.00 per application, Plus 50.00 per 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**

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

**Minor Subdivisions**

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

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