

COUNTY OF GOOCHLAND
Goochland, Virginia



APPLICATION
FOR
RECLASSIFICATION
OF PROPERTY UNDER THE
ZONING ORDINANCE

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.

_____ Fees submitted

_____ Site plan submitted with all the requirements of the application.

_____ Building Inspection – for change of use – building permit required.

_____ Plan of development application.

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

_____ INITIATE REFERRAL TO BOARD OF SUPERVISORS

_____ BOARD OF SUPERVISORS REFER TO PLANNING COMMISSION

_____ 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. The applicant will schedule a pre-application meeting with the planning staff along with the pre-application questionnaire to discuss the proposed rezoning. It is helpful to have a concept or sketch plan (one showing the tentative uses or site plan, roads, lots and other information at this meeting. The staff can then make suggestions about the sketch which help make the process easier.

2. Every application by a property owner to amend, the district boundaries of the Zoning Ordinance is filed on forms prescribed with the Director of Planning and accompanied by a fee, as may be established by the Board of Supervisors (see schedule) payable to the County of Goochland, Virginia which is applied to the cost of advertising, notification of adjacent property owners, and other expenses incidental to reviewing and processing the application. Such fee is not returned whether the application be granted, denied or withdrawn.

3. The Director of Planning forwards the application to the Board of Supervisors who refer the application for any proposed amendment of district boundaries to the Planning Commission for the required public hearing. The Planning Commission considers the zoning request on the third Thursday of every month and sets the public hearing for the following month.

4. Every application is automatically 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. Such notice specifies the time and place of the hearing at which persons affected may appear and present their views, not less than six (6) days nor more than twenty-one (21) days after final publication. 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. 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 sixty (60) days after the first meeting of the Commission after the proposed amendment or reenactment has been referred to the Commission.

6. The Board of Supervisors considers zoning requests that have been reviewed by the Planning Commission, at its regular meeting on the first Tuesday of each month at 7:00 p.m. in the Administration Building. The Code of Virginia requires the Board of Supervisors follow the same procedure for notice and advertisement as required for the Planning Commission.

- 7. In determining what, if any, amendments to the Zoning Ordinance are to be adopted, the Planning Commission and the Board of Supervisors give due consideration to the proper relationship of such amendments to the Comprehensive Plan for the County of Goochland, it being the intent to retain the integrity and validity of the Zoning Districts and to avoid any isolated spot zoning changes on the Zoning District Sectional Maps, and consider the following:**
- a. Can a need for the change be established?**
 - b. Is the change consistent with the orderly development and growth of the community?**
 - c. Will the change adversely affect or impede the normal flow of traffic?**
 - d. Will the change constitute spot zoning?**
 - e. Will the change adversely affect the value of surrounding property?**
 - f. Is the change consistent with the Comprehensive Plan?**

Plans submitted with the application showing the location of the building on the property, off-street parking and means of ingress and egress together with information regarding water supply and sewage disposal will expedite the processing of the application.

- 8. When the Board of Supervisors has officially acted upon a petition for a change in zoning or proffered conditions, no other petition for substantially the same change shall again be considered until after six months from the date of such official action.**
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**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.goochlandva.us

FAX: (804) 556-5654

Office Use Only

Application File Date:	Fee paid: \$	Application No.: RZ-
Board of Supervisor Referral Date: _____ Planning Commission Decision Deadline: _____	Receipt No.:	Pre-Application:

Name of Applicant(s):

Address:

Email:

Phone #:

Name of Representative:

Address:

Email:

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.

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. (Site plan required)

4. Describe the reason for the requested change.

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

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

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

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 6.
2. Furnish a complete **Site Plan** for rezoning property to R-R, R-1, R-3, R-0, RPUD, B-1, B-2, M-1 or M-2. 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 are required for residential development in excess of fifty (50) lots and commercial and industrial development in excess of 50,000 square feet.
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"**.
4. **Photographs** of the property involved not over 8-1/2 x 11 inches but of adequate size to illustrate the condition of the property under discussion are always helpful and are suggested as exhibits with this Application.

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

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

Agricultural** (A-1, A-2, F-C)	\$ 450.00 per application
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	\$ 1,500.00 per application, Plus 50.00 per acre for each acre \$ 450.00
Commercial* (B-1 and B-2)	\$ 1,500.00 per application, Plus 50.00 per acre for each acre
Industrial** (M-1 and M-2)	\$ 1,500.00 per application, Plus 50.00 per acre for each acre
Revising or Amending Proffers	\$ 1,125.00 per application

CONDITIONAL USE PERMITS

	\$ 750.00
Wireless Communication Tower	\$ 4,500.00

VARIANCES/APPEALS

\$ 450.00

CERTIFICATE OF APPROVAL (COA)

Minor site improvements (signs, Fences, outbuildings, walls, etc.)	\$ 50.00
Major site improvements	
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 REZONING CASE ONCE THE CASE HAS BEEN ADVERTISED. IF REQUESTING A DEFERRAL, AN APPLICATION FOR DEFERRAL REQUEST NEEDS TO BE COMPLETED.**