



REZONING APPLICATION PACKET

Shenandoah County Office of Community Development

600 N. Main St., Suite 107
Woodstock, VA 22664
Phone: 540-459-6185
Fax: 540-459-6193

<http://shenandoahcountyva.us/zoning/>

REZONING APPLICATION INSTRUCTIONS

Please use the checklist below to ensure all steps are taken to complete your application for rezoning. Any zoning map amendments (rezonings) must adhere to Chapter 165 of the ordinances of Shenandoah County (available online at <http://www.ecode360.com/SH1548>). A completed application packet is submitted to the Zoning Administrator and will be decided by the Board of Supervisors. If you are unfamiliar with this process, please contact the County Zoning Administrator at 540-465-6194 to set an appointment to meet.

REZONING CHECKLIST

- _____ Completed and signed application form.
- _____ If the applicant is acting as the agent for the owner, a completed Power of Attorney form.
- _____ A certified plat of the area to be rezoned along with a legal description.
- _____ A vicinity map showing land uses surrounding the property within five hundred (500) feet, existing zoning of the tract and abutting lots, and indication of the availability of water and sewer facilities, and principal highway access to the property.
- _____ Site plan (20 copies) showing the proposed use, if known, of the parcel.
- _____ For conditional rezoning, a completed “Proffers For Conditional Rezoning” form.
- _____ For conditional rezoning, a Fiscal Impact Model form may be required.
- _____ A copy of the deed (may be obtained from Clerk of Circuit Court) showing evidence of ownership for the property in question.
- _____ Receipt showing taxes have been paid in full (may be obtained from Shenandoah County Treasurer’s office).
- _____ A completed disclosure of the equitable ownership of the real estate to be affected and a notarized disclosure stating whether or not any members of the Shenandoah County Planning Commission or Board of Supervisors have any interest in such property.
Disclosure attached.
- _____ Completed review by all required agencies.
- _____ Application fee (see below for details).

Application Review and Action

Once the applicant submits the complete application, the rezoning request is scheduled for the next joint public hearing of the Planning Commission and Board of Supervisors. The applicant or agent is required to appear at this hearing to present the application and to answer any questions. This hearing normally begins at 7:00 p.m. and takes place in the Board Room of the Shenandoah County Government Office in Woodstock, Virginia. The applicant must take responsibility for contacting the Zoning Administrator to find out the exact date, time, and location in case any changes are made to the normal schedule. After the Planning Commission makes its recommendation, usually at the hearing meeting, the Board of Supervisors will take up the matter at a scheduled meeting, normally the 4th Tuesday of the month at 7:00 p.m. at the same location. Again the applicant is responsible for calling the Zoning Administrator to confirm the date, time, and location of the Board meeting.

Site Plan

The site plan should show the proposed use of the property, if known, if the rezoning occurs. A description of site plan requirements is included in this packet.

Proffer Statement

For conditional zoning applications, a proffer statement is required. Depending on the type of proffers offered, a Fiscal Impact study may also be required (see below). The proffer statement cannot be amended once the public hearing begins.

Fiscal Impact Model

The fiscal impact model is used to determine the initial fiscal impact of a rezoning on County services. The model report is required before the application packet is complete. Please use the attached form to request the model to be run. The model report is produced by an outside firm, and costs to run the model must be paid by the applicant. See the Zoning Administrator for the model fee charges.

Agency Comments

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application. The applicant should contact those agencies to review the proposed use.

Application Fees

The fees for rezoning applications are listed below. Make checks payable to “Shenandoah County Treasurer”.

Rezoning to:

Residential/commercial/industrial

\$800, plus \$50 per acre or any part thereof

Agricultural/conservation

\$500, plus \$50 per acre or any part thereof



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Rezoning Application

() Regular () Conditional

APPLICANT / OWNER

Applicant Name _____ **Address** _____

Daytime Telephone _____

E-Mail _____

Owner Name _____ **Address** _____

Daytime Telephone _____

E-Mail _____

PROPERTY

Location: _____ Zoning: _____

Tax Map # _____ Deed book & pg # _____ Parcel size _____ ac \ sf

Current use of property _____

PROPOSAL

Requested Zoning _____

Describe the proposed use _____

The undersigned hereby makes application and petitions the Board of Supervisors to amend the zoning ordinance and to change the zoning map of the County of Shenandoah, Virginia., with the above facts as support of this application. The undersigned also authorizes the entry on the property by County employees during normal discharge of their duties in regard to this request.

Owner Signature _____ Date _____

Applicant Signature _____ Date _____

OFFICE USE ONLY

Zoning Amendment # _____ Fee _____ Date Rec'd _____

Electoral Dist. _____ Magisterial Dist. _____

Public Hearing Ad Dates _____ PC/BOS Public Hearing Date _____

Planning Commission recommendations _____

Board of Supervisors Action _____

BOS action date: _____ Clerk of the Board _____



Special Limited Power of Attorney

County of Shenandoah, Virginia

Office of Community Development

Web Site: <http://www.shenandoahcountyva.us/community>

Mailing Address: 600 N. Main St., Suite 107, Woodstock, VA 22664

Phone: (540) 459-6185 Fax: (540) 459-6193

Know all men by these presents: That I (We)

(Name): _____ (Telephone): _____

(Address): _____

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Henrico, Virginia, by

Instrument No. _____, on Page _____,

and is described as tax map number(s): _____,

do hereby make, constitute and appoint:

(Name): _____ (Telephone): _____

(Address): _____

To act as my true and lawful attorney-in-fact and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- Rezoning (including proffers)
- Preliminary Subdivision
- Final Subdivision
- Special Use Permits
- Variance
- Administrative Site Plans

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

_____ This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this _____ day of _____, 20____,

Signature(s) _____

State of Virginia, City/County of _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____ 20____.

_____ My commission expires: _____
Notary Public

SITE PLAN REQUIREMENTS
(Based on Shenandoah County Code §165.97)

Site plan approval is required for the following uses:

Commercial/Industrial

- Shopping centers
- Offices and/or industrial parks
- Hotels and motels
- Country inns
- Rural resorts
- Corporate training centers
- Motor vehicle impoundment lots
- Retail greenhouse and nursery operations
- Self-service storage facilities
- Telecommunications towers
- Other business and industrial buildings to contain a floor area of more than 5,000 square feet

Residential:

- Mobile home parks
- Multiple-family dwellings (apartments)
- Townhouses
- Cluster housing development

Institutional:

- Schools, churches and other public buildings
- Hospitals, nursing homes, convalescent homes

Site plans must be drawn to a scale of not more than 1" = 200' on paper at least 12" x 24" and shall show the following:

- a) Proposed title of the project and the name of the engineer, architect, or landscape architect, and the developer.
- b) The north point, scale and date.
- c) Existing zoning and zoning district boundaries on the property and immediately surrounding properties.
- d) Present use of the property and all abutting properties.
- e) The boundaries of the properties involved, county or municipal boundaries, the general location of all existing easements and property lines, existing streets, buildings or waterways, major tree masses and other physical features in or adjoining the project.
- f) Topography of the project area with contour intervals of two (2) feet or less, unless waived by the Administrator as clearly unnecessary to a review of the project or proposal.
- g) The approximate location and sizes of all existing and planned sanitary and storm sewers, water mains, culverts, and other underground structures in or near the project. Stormwater disposition shall be shown where necessary.
- h) Proposed zoning changes, if any.
- i) The general location and character of proposed streets, entrances and exits, driveways, and curb cuts.
- j) The size, location, and number of proposed parking spaces including loading spaces with type of surface treatment and space marking, and outdoor lighting systems.
- k) The general location of proposed lots, setback lines, any easements or reserved areas.

- l) Location of all buildings with respect of each other, lot lines, and major excavations, showing height of all structures (full dimensioning not required).
- m) General location, height and material of all fences, walls, planting screen, and landscaping.
- n) General location, character, size and height of all proposed signs.
- o) Total number of acres in the project with the percentage proposed for each use on the site.
- p) Total number of dwelling units in the project and number of units per acre.

The Zoning Administrator or Planning Commission may establish additional requirements or may waive a requirement not essential for project review.



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Proffer Statement

() Original () Revision

APPLICANT / OWNER

Applicant Name _____ **Address** _____

Daytime Telephone _____

E-Mail _____

Owner Name _____ **Address** _____

Daytime Telephone _____

E-Mail _____

PROPERTY

Location _____ Tax map # _____

PROFFERS

I hereby proffer that the use and development of this property shall be in strict accordance with the following conditions (attach additional pages if necessary):

This is a revised proffer statement. The conditions set forth in this statement supersede all conditions set forth in previous proffer statements submitted as part of this application.

Owner Signature _____ Date _____

Applicant Signature _____ Date _____

*Note: Completed Proffer Statements must be recorded at the County Courthouse, per Shenandoah County Ordinance §165-115(D).

OFFICE USE ONLY

Zoning Amendment # _____ Date Rec'd _____

**SHENANDOAH COUNTY FISCAL IMPACT MODEL
Residential Development Input**

Date: _____

Input Values

Developer's Name: _____

Development's Name: _____

Planned dates of Construction: _____

Location of Development: _____

Tax Parcel Number(s): _____

Housing Type:	Single Family	Apartments or Condos	Duplexes or Townhouses	Mobile Homes
Number of Units				
Square Footage per Unit:				
Planned Sales Price				

Development Description: _____

SHENANDOAH COUNTY FISCAL IMPACT MODEL
Commercial and Industrial Development Input

Date: _____

Development Description

Developer: _____
Development Name: _____
Development Year: _____
Tax Parcel Number(s): _____

Development Type (Comm. or Ind) _____
New Employees: _____
Building Size (SQ FT): _____

Development Description: _____

Contributions, Incentives and Grants

Economic Development Funds: _____
VDOT Ind. Access Funds: _____
Local Government Funds: _____
VA State Funds: _____
Special Program Funds: _____

Assessed Real Estate Values (after completion of project)

Assessed Land Value: _____
Assessed Building/Improvements Value: _____

Taxable items

Assessed Personal Property Value: _____
Assessed Machine & Tools Value: _____
 New or Used Equipment: _____
 If used, How Old?: _____
Assessed Office & Furniture Value _____

Taxable Revenues

Annual Retails Revenue: _____
Annual Wholesale Revenue: _____
Annual Contractor Revenue: _____
Annual Financial. Real Estate & Professional
Services Revenue: _____
Annual Repair, Personal, Business & Other
Services Revenue: _____
Lodging Revenue: _____
Meals Revenue: _____

DISCLOSURE OF OWNERSHIP/INTEREST TEMPLATE

Office of Community Development
Shenandoah County
600 N. Main Street, Suite 107
Woodstock, VA 22664

Re: County Ordinance Section 165-114

In accordance with Section 165-114 of the Ordinances of Shenandoah County, Virginia, it is submitted that the owners of the subject real estate which is the subject of an application for _____ are as follows:
[rezoning / special use permit]

- 1. _____
Name & address of owner
- 2. _____
- 3. _____

Further, this letter is a disclosure under Section 165-114, sworn to under oath before a Notary Public, and the undersigned, first being duly sworn, states that member(s) (or immediate household members) of the Shenandoah County Planning Commission or the Shenandoah County Board of Supervisors _____ interest in the aforesaid property, either *[have / do not have]* individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust.

Sincerely,

COMMONWEALTH OF VIRGINIA
COUNTY OF SHENANDOAH, TO-WIT:

I, _____, a notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed the forgoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me this ____ day of _____, 20__ .

Notary Public

Notary registration number

My commission expires: _____