



# ZONING MAP AMENDMENT APPLICATION

**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/>

Version: December 2020

# REZONING PROCESS

starts with...

**AN IDEA**

Call 540-459-6185 to talk to a Shenandoah County Planning And Zoning staff for consultation on the idea of a potential use.

**Submit a Zoning Use Worksheet for a Zoning Determination from the Zoning Administrator**

**Technical Review  
Team Meeting**

TRT Meetings serve as pre-application meetings where you can speak to all agencies such as VDOT, VDH, Fire Marshall, and others before an application is submitted to determine feasibility. All are welcome to have a TRT, and may have multiple TRT's if desired. One may request a TRT at any time before an application is submitted. The Zoning Administrator shall determine when a potential application may move from the TRT phase to the application phase of permitting.

**Submit Zoning Map Amendment Application**

Applications are due 8 weeks prior to a joint public hearing with the Planning Commission. An application must be considered complete before it is eligible for a joint public hearing. Staff will share all comments from agencies with the applicant at least two weeks prior to the public hearing. An AD in the local newspaper will run two weeks and one week prior to the public hearing. Letters will be sent to adjoining landowners two weeks prior to the public hearing. It is advised that applicants speak with neighbors prior to letters being sent.

**Joint Public Hearing**

The Planning Commission and Board of Supervisors hold a joint meeting to hear the applicant's proposal, reducing the time required for the review process. The Planning Commission will hear a presentation from staff and entertain a presentation from the applicant as well as comments, letters, and other responses from the general public.

**Board Of Supervisors Final Decision**

While the Board of Supervisors tend to make final decisions their last meeting the month of the public hearing, the Board may table a Zoning Map Amendment up to one year, or 365 days.

Applicants who are denied may reapply after one year, or 365 days, since denial.

**Meet Agency Requirements**

Applicants must adhere to agency comments prior to the start of operations.

**Congratulations! You Can Start Business**

# ZONING MAP AMENDMENT APPLICATION INSTRUCTIONS

Please use the checklist below to ensure all steps are taken to complete your application for a Zoning Map Amendment. All Zoning Map Amendments 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. Site plan approval can be obtained in conjunction with a Zoning Map Amendment request or at a later date. If you are unfamiliar with this process, please contact the County Zoning Administrator at 540-459-6185 to set an appointment to meet.

## ZONING MAP AMENDMENT CHECKLIST

Completed and signed application form.
Zoning Determination issued by Zoning Administrator.
Completed Technical Review Team Meeting.
If applicant is acting as the agent to represent 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 of the parcel.
A completed Fiscal Impact Model Form.
A completed Impact Analysis Statement.
A completed Traffic Impact Analysis Study (If required by VDOT).
A Voluntary Agreements Form reviewed by County Attorney (If a Conditional Rezoning).
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 (noted on next page).

## **APPLICATION REVIEW AND ACTION**

Once the applicant submits the complete application, the Zoning Map Amendment 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 preliminary site plan should show the proposed use of the property, if known, if the Zoning Map Amendment is approved. A description of site plan requirements is included in this packet. A final site plan must be submitted within a year of the approval of the preliminary site plan.

### **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 prior to the joint public hearing.

### **Zoning Map Amendment Application Fee:**

Make checks payable to "Shenandoah County Treasurer".

Residential/Commercial/Industrial	\$800.00, plus \$50 per acre or any part thereof
Agricultural/Conservation	\$500.00, plus \$50 per acre or any part thereof

SHENANDOAH COUNTY  
OFFICE OF COMMUNITY DEVELOPMENT  
600 N. MAIN ST., SUITE 107  
WOODSTOCK, VA 22664  
540-459-6185



## ZONING MAP AMENDMENT APPLICATION

**PROJECT NAME:** \_\_\_\_\_

### Applicant / Owner

**Applicant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

If Applicant Is Not The Property Owner, Please Provide The Following:

**Owner Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Property

**Project Size:** \_\_\_\_\_  acre  sqft  **Parcel Address / Location:** \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

### Project

**Requested Zoning:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

Please Describe The Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Changes To Existing Buildings/Structures:** \_\_\_\_\_

\_\_\_\_\_

**Proposed New Buildings/Structures:** \_\_\_\_\_

\_\_\_\_\_

**Proposed Temporary Structures:** \_\_\_\_\_

\_\_\_\_\_

Has A Previous Application Been Made For This Use?  Y /  N \_\_\_\_\_

Do You Plan To Reach Out To Your Neighbors?  Y /  N  If Yes, When? \_\_\_\_\_

## Project Details

Hours Of Operation: \_\_\_\_\_

Parking Spots: \_\_\_\_\_ Paved \_\_\_\_\_ Gravel \_\_\_\_\_ Other: \_\_\_\_\_ Number Of Restrooms: \_\_\_\_\_  
(This Requires VDH Approval)

Expected Noise Level: \_\_\_\_\_

Lighting: \_\_\_\_\_ Signage: \_\_\_\_\_

Amount Of Land Disturbance: \_\_\_\_\_ Expected Daily Customer Count: \_\_\_\_\_

Current Water And Sewer Facilities: \_\_\_\_\_

Proposed Water And Sewer Facilities: \_\_\_\_\_

Space For Emergency Vehicles To Turn Around:  Y / N  Fire Safety Equipment: \_\_\_\_\_  
(Fire Extinguisher, Fire Alarm, Sprinkler, Etc.)

**I (we), the undersigned, do hereby certify that the information provided in this application and associated documents is complete and correct. I (we) understand that in granting approval of an application for special use, the Board of Supervisors may require compliance with certain conditions and that such approval shall not be considered valid until these conditions are met.**

**Applicant** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

ZMA#: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

AD Dates: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Planning Commission Recommendations: \_\_\_\_\_

Board Recommendations: \_\_\_\_\_

BOS Action Date: \_\_\_\_\_ Clerk Of The Board: \_\_\_\_\_

# COMMUNITY COLLABORATION FORM (OPTIONAL)

In accordance with VA § 15.2-2204, Shenandoah County is required to notify all adjoining landowners, post a sign on the property, and publish a notice in the local newspaper two weeks and one week prior to the hearing. While we cannot require applicants to work with their neighbors, we highly recommend doing so prior to official County letters and notices are issued. The form below demonstrates a template for collaborating with community members and applicants are not restricted to this format in any shape or form:

What are past concerns in the community relevant to the proposed use? \_\_\_\_\_

Considerations on how the proposed use will take into account such concerns: \_\_\_\_\_

Please meet with adjoining landowners either all-together or individually to fill out these questions with words and/or phrases based on the shared values heard from community members:

Characteristics of a good community:

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Characteristics of a bad community:

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Best case scenario if proposal approved:

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Worst case scenario if proposal approved:

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**To be completed after discussions with community:** # of adjoining landowners spoken to: \_\_\_\_ / \_\_\_\_

Need in community for proposed use: \_\_\_\_\_

How proposed use will not be a detrimental impact on adjacent lots: \_\_\_\_\_

On my honor, this information has come from the all of the community and not just myself:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# SPECIAL LIMITED POWER OF ATTORNEY

County of Shenandoah, Virginia

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

Office of Community Development

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

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

## Know All Individuals 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 Shenandoah, 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 (With Voluntary Agreements)       Preliminary Subdivision       Final Subdivision
- Special Use Permit (With Voluntary Agreements)       Administrative Modification       Administrative Site Plans

My attorney-in-fact shall have the authority to offer voluntary agreements and to make amendments to previously approved voluntary agreements 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 \_\_\_\_\_

Notary Public:

My Commission Expires:

# ZONING MAP AMENDMENT APPLICATION

(Based on Shenandoah County Code § 165.97)

Final site plans must be submitted within one year of the approval of a preliminary site plan. If required, a preliminary site plan must be submitted with a Zoning Map Amendment. Site plans are required for the following uses:

## Commercial/Industrial:

- Shopping Centers
- Offices and/or industrial parks
- Hotels and motels
- Country inns
- Rural resorts
- Special Event Centers
- Corporate training centers
- Motor vehicle impoundment lots
- Retail greenhouse and nursery operations
- Self-service storage facilities
- Telecommunications towers
- Large Scale Solar Facilities
- 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

## Public:

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

Preliminary 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.

# RESIDENTIAL FISCAL IMPACT MODEL

ONLY TO BE COMPLETED IF APPLYING TO ADD LAND TO A RESIDENTIAL DISTRICT

Date: \_\_\_\_\_

Developer's Name: \_\_\_\_\_

Development Name: \_\_\_\_\_

Planned Dates Of Construction: \_\_\_\_\_

Location Of Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax Map Parcel Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Housing Type:	Single Family	Apartments	Condos	Duplexes	Townhouses	Mobile Homes
Number Of Units:						
Square Footage Per Unit:						
Planned Sales Price:						
Number Of Affordable Units Based On Census Tract Area Median Income:						

Development Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# INDUSTRIAL/COMMERCIAL FISCAL IMPACT MODEL

ONLY TO BE COMPLETED IF APPLYING TO ADD LAND TO AN INDUSTRIAL OR COMMERCIAL DISTRICT

Date: \_\_\_\_\_

Type: Industrial / Commercial

Developer's Name: \_\_\_\_\_

New Employees: \_\_\_\_\_

Development Name: \_\_\_\_\_

Number Of New Buildings: \_\_\_\_\_

Planned Dates Of Construction: \_\_\_\_\_

Building Size In Square Feet: \_\_\_\_\_

Location Of Development: \_\_\_\_\_

Tax Map Parcel Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Contributions, Incentives, And Grants

Economic Development Funds: \_\_\_\_\_

VDOT Industrial Access Funds: \_\_\_\_\_

Local Government Funds: \_\_\_\_\_

VA State Funds: \_\_\_\_\_

Special Program Funds/Grants: \_\_\_\_\_

## Taxable Subjects After Completion

Assessed Land Value: \_\_\_\_\_ Annual Retails Revenue: \_\_\_\_\_

Assessed Improvements Value: \_\_\_\_\_ Annual Wholesale Revenue: \_\_\_\_\_

Assessed Personal Property Value: \_\_\_\_\_ Annual Contractor Revenue: \_\_\_\_\_

Assessed Machine & Tools Value: \_\_\_\_\_ Lodging Revenue: \_\_\_\_\_

Age Of Machines & Tools: \_\_\_\_\_ Meals Revenue: \_\_\_\_\_

Assessed Office & Furniture Value: \_\_\_\_\_

Annual Financial, Real Estate & Professional Services Revenue: \_\_\_\_\_

Annual Repair, Personal, Business & Other Services Revenue: \_\_\_\_\_

# IMPACT ANALYSIS STATEMENT

Every Zoning Map Amendment applied for will require the submission of an Impact Analysis Statement. The Zoning Administrator holds the right to waive this requirement for certain Zoning Map Amendment requests such as small areas of land which will involve negligible impacts.

Different methods and formats may be employed in order to complete the Impact Analysis Statement. The applicant should discuss the Impact Analysis Statement content and format with the Planning Staff. Each of the following subjects should be addressed separately and specifically and meet the minimum standards set forth herein:

## Site Conditions

The location of each of the following conditions on the site should be addressed:

- USGS Streams
- 100 year flood plains
- Wetlands
- Critical slopes (over 15% elevation gain)
- Mature woodlands
- Prime agricultural soils
- Sinkholes and caves
- Soil or bedrock conditions which would create construction difficulties or hazards

A general estimate of the amount of area in each of the above categories should be noted. Information on any other site constraints or hazards should also be noted.

## Local Context

The use of adjoining properties should be indicated along with the location of residences on the adjoining properties. The distance between the boundary of the property to be rezoned and residences or other structures which might be impacted by the rezoning should be indicated. The potential for impacts on surrounding properties associated with noise, glare, fumes, pollution, odors or other nuisance factors should be addressed.

## Traffic

The Impact Analysis Statement should describe the projected impact that the Zoning Map Amendment will have on surrounding roads and the County's adopted road improvement plan. Existing and a projected Average Annual Daily Trips (AADT) and Vehicle Miles Traveled (VMT) should be used to demonstrate the maximum traffic that would be anticipated from development of the site under the existing and proposed zoning.

Information on anticipated traffic should be provided in terms of average trips per day and average peak hour trips for each voluntarily agreed upon phase of the project. Some determination of the resulting travel conditions on the roads should also be provided.

In order to determine traffic generation, the maximum possible density or intensity of development should be used (the maximum possible density and intensity for each zoning district can be found on Page 8 of this application pack-  
et.) Lesser densities or intensities of development should be used only if they have been voluntarily agreed upon.

The Impact Analysis Statement must take into account provisions for sidewalks, bike lanes, and emergency vehicle access. Such provisions must relate to surrounding properties, the County Comprehensive Plan, and plans held by adjacent localities to ensure that the provisions are presented in a comprehensive manner.

A detailed Traffic Impact Analysis (TIA) is required with all Zoning Map Amendment applications. Examples of additional information which may be required include:

- Detailed traffic count information on roads impacted including traffic in each lane.
- Information on turning movements at intersections and entrances impacted.
- Existing level of service on roads and at intersections impacted.
- Distribution of trips generated on roads impacted.
- Projected level of service on roads without a Zoning Map Amendment.
- Projected level of service on roads impacted with a Zoning Map Amendment, upon completion of each voluntarily agreed upon phase and after complete build out of the site.
- The resulting road improvement cost that would be the result of the Zoning Map Amendment.

The detailed traffic analysis shall be prepared by a qualified professional and employ standard traffic planning methods and data sources, such as those described in the following sources:

1. Transportation Research Board, Highway Capacity Manual, Special Report 209.
2. Institute of Transportation Engineers, Trip Generation.
3. Joe Mehra and C. Richard Keller, Development and Application of Trip Generation Rates, Federal Highway Administration, Report Number FHWA/PL/85/003.
4. C. Richard Keller and Joe Mehra, Site Impact Traffic Evaluation (S.I.T.E.) Handbook, Federal Highway Administration, Report Number FHWA/PL/85/004.

In making projections, the applicant may select a time period which seems appropriate in terms of the build out period of the project. The detailed traffic analysis should describe the methods used. Details of the calculations should be provided along with a narrative describing the analysis, the assumptions used, and the results. Data sources should be noted.

## **Sewage**

Sewage flow projections should be based on voluntarily agreed upon phasing of the project and on complete build out of the site at the maximum possible density or intensity of development after the Zoning Map Amendment. The location and size of existing sewer mains to be employed should be noted along with the distance to these mains. Information should be provided on the capacity of the existing sewer mains and what effect the proposed Zoning Map Amendment will have on capacity. If on-site sewage disposal is to be used, information should be provided on the suitability of soils, type of treatment proposed, and the feasibility and appropriateness of methods to be used. Potential for impacts to water quality should be addressed.

## **Water**

Water use projections should be based on voluntarily agreed upon phasing of the project and on complete build out of the site at the maximum possible density or intensity of development after approval. The location and size of existing water mains (or wells) to be employed should be noted along with the distance to the mains. Information should be provided on the capacity of the existing water mains and what effect the proposed use will have on capacity.

## **Drainage**

Drainage features and patterns on the site should be described. Streams and drainage ways potentially impacted by drainage from the site should be identified and potential impacts should be described.

## **Solid Waste**

The impact analysis should project the amounts of solid waste to be generated for each voluntarily agreed upon phase or for the average year after complete development of the site. The projection should be based on the maximum allowed density on the site unless lower densities have been voluntarily agreed upon.

## Historic Resources

The location of historic sites and structures, identified by the Shenandoah County Historic Resources Survey Report, the Virginia Division of Historic Resources, or listed on the State or National Register, on the land in the Zoning Map Amendment or on adjoining properties, should be described. The distance from the boundary of the land in the Zoning Map Amendment to the historic structure or site should be given. There may be other sites that were not identified by the County Survey that should be identified by the impact analysis statement.

## Community Facilities

The applicant's analysis should project the local revenues that would be generated by the structures or facilities proposed. The projections should be for each voluntarily agreed upon phase and for the average year after complete development of the site. The costs of services provided to the development, and local government activities that would need to be increased as a result of the proposed development, shall be projected for various government services including the following:

- Education
- Police Protection
- Fire and Rescue Protection
- Parks and Recreation
- Solid Waste Disposal
- Other Government Activities

In addition, for all residential Zoning Map Amendments, the applicant shall provide a justification narrative that identifies all impacts to the following:

- School Facilities
- Parks and Recreation Facilities
- Fire and Rescue Facilities
- Public Safety Facilities
- Library Facilities
- General Government Facilities

This narrative shall include a detailed description of the following:

1. Specifically identify all of the impacts of the proposed Zoning Map Amendment;
2. Propose specific and detailed mitigation strategies and measures to address all of the impacts of the proposed Zoning Map Amendment;
3. Specifically address whether all of the mitigation strategies and measures are consistent with all applicable law, including, but not limited to, Virginia Code 15.2-2303.4 (effective July 1, 2016);
4. Specifically demonstrate the sufficiency and validity of those mitigation strategies using professional best accepted practices and criteria, including all data, records, and information used by the applicant or its employees or agents in identifying any impacts and developing any proposed mitigation strategies and measures.

## Other Impacts

General impacts on the cost of providing County facilities to serve the development or its residence should be described using the Capital Improvements Plan as a reference. Other potential impacts on surrounding properties should be described.

# VOLUNTARY AGREEMENT STATEMENT TEMPLATE

County of Shenandoah, Virginia  
Web Site: <http://www.shenandoahcountyva.us/community>  
Office of Community Development

Re: County Ordinance Section 165-115

RE: \_\_\_\_\_ (Applicant's Name) \_\_\_\_\_ (Owner's Name)

Date: \_\_\_\_\_

Rezone File Number: ZMA \_\_\_\_\_ (To be added by the Planning Office if unknown to the applicant)

The following must hold true in all voluntary conditions agreed upon herein: (1) The rezoning itself must give rise for the need for the conditions. (2) Such conditions shall have a reasonable relation to the rezoning. (3) All such conditions are in conformity with the County's Comprehensive Plan.

I \_\_\_\_\_ hereby voluntarily agree that the use and development of this property shall be in strict accordance with the following conditions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

I have attached a page for additional space and/or voluntary conditions which should be considered part of this voluntary agreement statement.

The conditions set forth in this voluntary agreement statement supersede all conditions set forth in previous voluntary agreement statements submitted as a part of this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DISCLOSURE OF OWNERSHIP/INTEREST TEMPLATE

County of Shenandoah, Virginia  
Web Site: <http://www.shenandoahcountyva.us/community>  
Office of Community Development

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 Zoning Map Amendment are as follows:

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 \_\_\_\_\_ [have / do not have] interest in the aforesaid property, either 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,

Signature: \_\_\_\_\_

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: \_\_\_\_\_

# APPLICATION PROCESS EVALUATION

We would like to learn how we might improve this process. Please complete this form and submit it to the Department of Planning And Zoning or email it to the staff member you are working with. You can submit it to us separately from the application if you wish. You may also submit it anonymously.

1. Which type of application did you complete?

- Rezoning (With Voluntary Agreements)       Preliminary Subdivision       Final Subdivision  
 Special Use Permit (With Voluntary Agreements)       Administrative Modification       Administrative Site Plans

2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

- Learning The ZMA Process       Power Of Attorney Form  
 Achieving A Zoning Determination       Preliminary Site Plan  
 Technical Review Team Meeting       Finding A Copy Of The Property Deed  
 Community Collaboration Form       Obtaining A Receipt Showing Taxes Paid In Full  
 Impact Analysis Statement       Completing The Disclosure Form  
 Other: \_\_\_\_\_

3. Did you have a discussion with a staff member before submitting the application?       Yes / No

4. Were you able to receive the assistance or information that you needed from the staff?       Yes / No

5. What portion of this process took the longest for you?

- Learning The SUP Process       Power Of Attorney Form  
 Achieving A Zoning Determination       Preliminary Site Plan  
 Technical Review Team Meeting       Finding A Copy Of The Property Deed  
 Community Collaboration Form       Obtaining A Receipt Showing Taxes Paid In Full  
 Impact Analysis Statement       Completing The Disclosure Form  
 Other: \_\_\_\_\_

6. What do you think could have been done differently to make this process quicker?

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7. Do you have any suggestions about what we could do to make this process work better?

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