

REZONING APPLICATION



**Spotsylvania County
Planning Department
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www.spotsylvania.va.us

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OVERVIEW OF THE REZONING PROCESS

The rezoning process involves analysis of the layout of the site and adjoining sites to assess the compatibility of the intended use with the adjacent and nearby land uses, and whether the rezoning is consistent with the Comprehensive Plan. The process includes review of the rezoning application by planning staff along with appropriate County departments and State and Federal agencies. Planning staff will report their findings and make recommendations to the Planning Commission and the Board of Supervisors at public hearings. In accordance with Section 23-4.2.1 of the Zoning Ordinance, planning staff arranges for public hearing notices to appear in the local newspaper twice prior to each public hearing and sends notices to each adjacent landowner. The Board of Supervisors votes on the rezoning request. The rezoning process typically takes between three (3) and twelve (12) months, depending on the type of request and issues involved.

THE REZONING PROCESS

STEP 1: PREAPPLICATION CONFERENCE

A preapplication conference is required prior to the submission of a rezoning application. Contact the Planning Department to schedule a preapplication conference with a planner. The purpose of the conference is to help you identify early in the process, those issues that should be addressed by the application. Staff will determine the level of detail required for review of your application in accordance with the minimum submission standards included in this packet. Please provide the following information in your telephone request:

- ... parcel identification number or address of the property;
- ... size of the parcel(s);
- ... existing zoning; and
- ... proposed zoning.

During the conference, you will be asked to provide a brief overview of the proposal. Staff will then assist you in identifying those components of the Comprehensive Plan that are relevant to your application. As part of the review of the impacts of a proposed development, staff must consider the potential effects on present and future public facilities. Staff will also determine which submission requirements are necessary to evaluate your request. Staff may also suggest additional relevant submission items.

The preapplication conference is an opportunity for you to seek assistance from planning staff on matters related to your application. You should review the contents of the application packet prior to the conference, and if necessary, prepare a list of questions for staff.

You may bring informational items to the conference, but this is not required. Such information may include a Generalized Development Plan (GDP), topographic maps, architectural renderings, or any of the items described in the minimum submission requirement section of this packet.

STEP 1A: COMMUNITY MEETING

If your proposal is adjacent to residential uses, you will need to host a community meeting prior to submission. See "County of Spotsylvania Community Meeting Policy."

STEP 2: INITIAL APPLICATION SUBMISSION

Complete all required items listed in the Basic Submission Requirements. Submit these items along with the appropriate fees to the Permit Intake Counter at 10304 Spotsylvania Avenue.

Basic Submission Requirements

The term "Basic Submission" is used to describe the minimum graphic and narrative information necessary to review an application for rezoning. Additional submission information is preliminarily identified at the preapplication conference and confirmed after the submittal. However, the Planning Department or other review agencies may seek additional information after the submittal. The omission of any of the basic submission materials or any of the additional information will result in the case being deferred.

The following items must be submitted as part of your application:

- **Standard Application Form** (signed, 1 copy)
- **Power of Attorney Affidavit** (if needed, 1 copy)
- **Adjacent Property List** (1 copy)
At your preapplication meeting, a planner will assist you in compiling a list of all property adjoining, abutting or across the street from the property.
- **Fees** (See current fee schedule)
- **General Warranty Deed** (1 copy)
- **Accurate Plat** (may be combined with the GDP, 1 copy)
- **Generalized Development Plan - Narrative** (1 copy & digital format)
- **Generalized Development Plan - Graphic** (minimum 10 folded copies)
- **Fiscal Impact Analysis** (1 copy & digital format)
- **Draft Proffer Statement** or statement of intent to submit (1 copy & digital format)
- **Illustrative / Concept Plan and/or Architectural Renderings**
- **Traffic Impact Study** (5 copies & digital format)
- **Conceptual Stormwater Management Plan**

Planned Development Submission

Planned Developments have more detailed application requirements and must be accompanied by the following:

- **Master Zoning Plan - Graphic** (10 copies)
- **Master Zoning Plan - Narrative** (1 copy & digital format)

STEP 3: QUALITY CONTROL

A case planner will be assigned to your case. The case planner will be your contact with the County throughout the rezoning process. The case planner will review the submission package for completeness within ten (10) working days of submission of an application. Omissions in your submission package, including items identified in the preapplication conference, will result in the application being considered incomplete. A letter identifying all incomplete items and/or consistency with the Comprehensive Plan and neighborhood impacts will be sent to the applicant. Further processing of the application will cease pending submission of the requested items.

STEP 4: STAFF REVIEW AND COMMENT

Staff will transmit the application to relevant review agencies. During this time, the various review agencies will perform a substantive analysis of the application and may consult with you on issues identified during their review. You will have a chance to address issues raised during the review process in a revised submission.

STEP 5: SCHEDULING PLANNING COMMISSION PUBLIC HEARING

You will need to submit fifteen (15) copies of the GDP (folded) and any color renderings for the Planning Commission public hearing. Planning staff will schedule the case for the next available Planning Commission public hearing, arrange for public notices in the local newspaper, and will send notification of the hearing to the adjacent property owners. Fifteen (15) days prior to the public hearing date, you must post notices on the property indicating an upcoming public hearing and identifying the appropriate case number for the pending application. The Code Compliance Department, Zoning Office will provide the public notice signs. Parcel specific instructions for posting the property will be handled by the case planner. General posting instructions are included in this packet. Once the signs are posted, a posting affidavit must be submitted to the Planning Department. You will receive notice from the case planner when the application is deemed complete about the scheduled date for the public hearing and the appropriate date for posting the property.

STEP 6: PLANNING DEPARTMENT REPORT AND RECOMMENDATION

Once the case is scheduled, any new information must be submitted to the case planner, consistent with the agreed upon processing schedule for the case. Proffers need to be submitted to the Planning Department not less than twenty-one (21) calendar days prior to the Planning Commission public hearing. If staff recommends specific additional proffers or modifications to the submitted proffers, they revised proffers must be resubmitted not less than fourteen (14) days prior to the Planning Commission public hearing. Necessary information not submitted by the due date may result in the case being withdrawn from the agenda. New information submitted after the due date will not be analyzed and a recommendation for deferral or denial may result. The case planner will prepare the staff report and recommendation. A copy of the staff report and recommendations will be forwarded to the applicant.

STEP 7: PLANNING COMMISSION PUBLIC HEARING

At the public hearing, the case planner will provide an overview of the application and present the staff report and recommendation. The applicant will then be given ten (10) minutes to speak in support of the application and to answer questions from the Planning Commission. The applicant may display graphic materials during the presentation or use them in response to questions. Oversized materials should be reduced prior to the hearing in order to be included in the case file. Following your presentation, citizens desiring to comment on the proposal are invited to speak.

The Planning Commission may act on the application at the public hearing meeting, defer action on

the proposal after conducting the public hearing, or continue the public hearing schedule for a maximum period of sixty (60) days. The Planning Commission makes a recommendation to the Board of Supervisors.

STEP 8: SUBMISSION OF THE GDP FOR THE BOARD OF SUPERVISORS HEARING

After the Planning Commission has acted on the application, you must submit fifteen (15) folded copies of the GDP and color renderings. Upon receipt of the copies, the case will be scheduled for the next available Board of Supervisors public hearing and a letter will be sent to you with this date. You may submit any additional proffers or modifications to the submitted proffers that have been specifically recommended by motion of the Planning Commission or by recommendation of the Planning Department; provided, however, that any amendments to the proffers recommended by staff are related to issues discussed at the public hearing. All modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision. All proffers shall be submitted in final form no later than fourteen (14) days prior to the public hearing before the Board of Supervisors.

STEP 9: BOARD OF SUPERVISORS PUBLIC HEARING

The applicant will be responsible for ensuring that the property is posted at least fifteen (15) days prior to the public hearing and that a posting affidavit is submitted to the Planning Department. The Board hearing presentations are conducted in essentially the same manner as the Planning Commission. Board actions may occur as those described for the Planning Commission.

GENERALIZED DEVELOPMENT PLAN (GDP) NARRATIVE

As part of the basic submission, the Zoning Ordinance requires the submission of both graphic and written information which addresses relevant components of the Comprehensive Plan. You will be assisted with the identification of these relevant components at the preapplication conference. The basic submission narrative should include a written description of the relationship of your proposal to the relevant components of the Comprehensive Plan.

Each application will be reviewed, in part, for its consistency with the relevant components of the Comprehensive Plan, and other materially relevant issues. Additional information as determined at the preapplication conference or during the initial agency review should also be included. The information shall be presented in the following format:

Land Use

- Uses proposed for the property, including a detailed description of the operation and any special process, conditions, hazards, safety concerns, or impacts on public facilities or the public health, safety and welfare associated with the proposal.
- Maximum number of dwelling units proposed, maximum lot coverage, and/or maximum floor area ratio (FAR).
- Method by which adjacent and neighboring properties shall be protected from the adverse impact of the proposed development, including vehicular access plan, proposed measures and types of landscaping and screening, and peripheral setback and yard requirements.
- Maximum height of all proposed structures.
- Special amenities to be provided.
- Proposed phases of development and the relationship of the development phase(s) on supportive utilities, facilities, transportation and service components to accommodate the impacts of the development.

Cultural Resources

- Identification of general areas that have historic or scenic assets deserving protection and preservation, and proposed measures for protections and maintenance of same.
- Identification of existing cemeteries and measures to protect or relocate them in accordance with State law.
- Reference to consultation of the Comprehensive Plan, the Virginia Department of Historic Resources and the United States Department of the Interior, National Park Service to determine if the site has special significance.

Fire and Rescue

- Off-site improvements proposed.
- Relationship of the proposed development to supportive public facilities.

Schools

- Off-site improvements proposed.
- The relationship of the proposed development to supportive public facilities.

Parks and Open Space

- Off-site improvements proposed.
- Relationship of the proposed development to supportive public facilities.

Water / Sewer

- Off-site improvements proposed.
- Relationship of the proposed development to supportive public utilities.

Environment

- Identification of natural features deserving protection and preservation, and measures for protection and maintenance of same.
- Generalized description of the natural site conditions with an emphasis on significant environmental features that would be affected by the proposed development or retained upon completion of the project. The descriptions shall address the following kinds of conditions:
 - Chesapeake Bay Resource Protection Areas;
 - areas that will remain in a natural or undisturbed state upon completion of the project;
 - general percentage of impervious and pervious surfaces;
 - use of natural ground surface features and drainage patterns for the purpose of managing storm water management;

Housing

- Proposal for mitigating the impact of the development on surrounding and nearby residential development.

Transportation

- Estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan.
- Right-of-way dedications.
- Off-site improvements proposed.

GENERALIZED DEVELOPMENT PLAN (GDP)

The processing of an application for a rezoning permit involves analysis of the layout of the site and adjoining sites to assess the compatibility of the intended use with the adjacent and nearby land uses. The staff, therefore, must review the design on the site and the existing and proposed site features. The Rezoning Permit Generalized Development Plan (GDP) is a schematic plan developed in accordance with the Spotsylvania County Zoning Ordinance and the associated Design Standards Manual.

Each application will be reviewed, in part, for its consistency with the relevant components of the Comprehensive Plan, and other materially relevant issues. As part of the application package, the Zoning Ordinance requires the submission of both graphic and written information, which address the relevant components of the Comprehensive Plan. You will be assisted with the identification of these relevant components at the preapplication conference.

If the rezoning is proposed for an existing structure and the proposed activity will be conducted entirely within the main building, a GDP may not be required. Planning staff will outline the specific requirements at the preapplication conference.

GRAPHIC SUBMISSIONS:

Parcel Information

An accurate plat of the property prepared by a certified land surveyor or licensed civil engineer and containing the following:

- Vicinity map at one (1) inch equals two thousand (2000) feet.
- Owner and project name.
- Property lines with bearings and distances and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale, scale graphic and north arrow.
- Names of boundary roads or streets and width of existing rights of way.
- Easements and encumbrances, if applicable.

Generalized Development Plan Graphic

The graphic portion of the rezoning permit GDP submission shall be prepared with a scale of not less than one (1) inch equals fifty (50) feet and a sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. Reasonable exceptions to the scale and sheet size will be made on a case by case basis. If prepared on more than one (1) sheet, match lines shall be clearly indicated where the sheets join. All sheets shall be folded to a size not greater than nine (9) inches by twelve (12) inches.

The GDP shall depict existing conditions and proposed features. A checklist is provided on page 12 that outlines the basic GDP requirements. This checklist is the same as the one used by planning staff in determining whether the application is complete. These required items are also

listed in Section 23-4.6.2 of the Zoning Ordinance. In addition to the basic submission requirements for the GDP, you may be required to provide additional information.

Illustrative/Concept Plans

Information which is illustrative of the applicant's development concept, including graphics, narratives, photographs, and studies may be submitted at the applicant's discretion, but are intended only to provide examples of how the property might be developed. Whether this information is graphic or narrative, it must be clearly labeled as illustrative only. Any elements of the plan, which are to be conditions of the rezoning, must appear on the General Development Plan - Graphic. Illustrative Plans are optional and are in addition to the Basic Submission. In the case where site improvements or conservation areas are being conditioned, the Illustrative Plan would be in addition to a Generalized Development Plan - Graphic.

The graphic portion of the Illustrative/Concept Plan submission shall be prepared with a scale of not less than one (1) inch equals fifty (50) feet and a sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. Reasonable exceptions to the scale and sheet size will be made on a case by case basis. If prepared on more than one (1) sheet, match lines shall be clearly indicated where the sheets join. All sheets shall be folded to a size of nine (9) inches by twelve (12) inches.

**Spotsylvania County
Rezoning Application
Generalized Development Plan
Graphic Review Checklist**

Case Number: _____ Project Name:

NOTE: THIS CHECKLIST IS USED BY STAFF TO DETERMINE COMPLIANCE WITH COUNTY CODE. IT IS PROVIDED TO PROFESSIONAL PLAN PREPARERS FOR INFORMATIONAL PURPOSES.

At a minimum, the generalized development plan (GDP) shall include the following information unless the submission requirements have been waived or modified by the Director of Planning due to the scope and nature of the proposed project:

- ___ (1) A title block denoting the type of application, name of project, tax map reference and street address.
- ___ (2) The name, address and phone number of the applicant.
- ___ (3) The name, address, phone number, signature and registration number of the plan preparer, and the preparation date of the plan.
- ___ (4) Vicinity map, 1" = 2000', north arrow, scale and scale graphic.
- ___ (5) The identification of and approximate distance to all major intersections within one-half mile of the proposed development.
- ___ (6) The boundary of the entire parcel including courses and distances.
- ___ (7) Any existing and proposed parcel lines, easements, or rights-of-way within the subject parcel.
- ___ (8) The present zoning and principal use of the subject parcel and all contiguous properties.
- ___ (9) The boundaries of any overlay zoning districts described in Article 6 of the Zoning Ordinance (i.e., Reservoir, River, Historic).
- ___ (10) A table (with computations) stating the types of proposed uses, the number of residential dwelling units and densities, and the gross and net floor areas of nonresidential structures.
- ___ (11) The general locations, dimensions, height, number of floors and setbacks of all existing and proposed buildings, structures and other improvements.
- ___ (12) A table (with computations) estimating the lot coverage ratio and impervious surface ratio.
- ___ (13) The boundaries of any lakes, rivers, streams, ponds or wetlands.

- ___ (14) A generalized landscape plan showing existing vegetation, proposed clearing limits and indicating the location and types of vegetation to be installed under the landscaping and buffer yard requirements of Article 5, Division 5 of the Zoning Ordinance.
- ___ (15) The general location and material descriptions of all other existing and proposed screens, buffer yards or landscaping.
- ___ (16) The location and dimensions of existing and proposed parking and loading areas and any other impervious surfaces such as driveways, streets (and names), cement sidewalks, and playing surfaces.
- ___ (17) The location and description of all points of access including all proposed interparcel connections.
- ___ (18) The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan.
- ___ (19) The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property.
- ___ (20) The location and dimensions of existing water and sewer mains serving the site of the proposed development, points of connection to public water and sewer and/or location of wells and septic systems and reserve drain fields.
- ___ (21) Topographic contour lines at ten-foot (10) intervals using United States Geologic Survey 7.5 minute quadrangles for the existing site.
- ___ (22) The location and dimensions of on-site and off-site facilities for the retention or detention of storm water.
- ___ (23) The size, location and boundaries of any common open spaces, recreation areas and recreation facilities, including a statement of whether such open areas are to be dedicated to the public.
- ___ (24) For large scale, phased developments, identification of the location and timing of each phase of the development.
- ___ (25) Any known historic buildings or features.
- ___ (26) Any known places of burial.
- ___ (27) Floodplains and Resource Protection Areas.
- ___ (28) Signature and seal of professional person certifying the plan.

PROFFERED CONDITIONS/PLANS

All proffered conditions, offered by the applicant to resolve development issues, should be submitted with the initial rezoning application. Proffered conditions are not a requirement of the Basic Submission, but an applicant's submission of any proposed proffered conditions will facilitate the rezoning application review process if issues are known to exist prior to the staff review. If a draft proffer statement is submitted with the Basic Submission, revisions to the draft proffer statement should occur in response to staff analysis. If a draft proffer statement does not accompany the application and you intend to proffer conditions, then a statement to that effect must accompany the application.

The County Attorney will review proffer statements as to form and advise the Planning Department and the Board of Supervisors of proffered conditions which are inappropriately worded or unacceptable.

All modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision. All proffers shall be submitted in final form no later than fourteen (14) days prior to the public hearings. While changes may be made to the proffer statement based on issues discussed at the Planning Commission public hearing, the Board may refer a rezoning application back to the Planning Commission if substantial changes to the proffers are made after the Planning Commission public hearing of the application.

The proffer statement shall include an introductory sentence stating that the use and the development of the property shall be in strict accordance with the proffered conditions. For the purpose of maintaining permanent records the statement shall be submitted on eight and one-half (8-1/2) inch by eleven (11) inch paper.

Please refer to Sec. 23-4.6.3 and the *Zoning Evaluation and Proffer Policy Guide* for additional information on proffer statements.

PROFFER STATEMENT FORMAT

The proffer statement shall be formatted as follows on 8 ½" by 11" paper:

PROFFER STATEMENT *Rezoning case file number*

Applicant's name
Applicant's address

Project name
Tax parcel number(s)
Address, if available

Date, with date of all revisions

I. General Information

Include an introductory statement that includes the rezoning request, current zoning classification, acreage, uses, and other relevant general detail. State that the development of the property shall be in strict accordance with the proffered conditions. If a Generalized Development Plan or other graphics are proffered, they should also be referenced in this paragraph.

II. Next Heading

- A. Detail proffer.**
- B. Detail proffer.**
 - 1) Further detail.**
 - 2) Further detail.**

III. Next Heading

- A. Detail proffer.**
- B. Detail proffer.**

Original signature Date
Type full name and title

Case number; proffer date

page # of #

In accordance with Sec. 23-4.6.3(b)(3), all modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision.

MASTER ZONING PLAN

An application for any Planned District [Planned Development - Housing (PDH) or Planned Develop - Commercial (PDC)] must include a Master Zoning Plan. The Master Zoning Plan is legally binding with respect to the location, type and intensity of the intended uses of the property. This is not to be confused with the Generalized Development Plan which is intended to show the location and provide a discussion of site improvements that are legally binding when proffered by the applicant. A master Zoning plan is similar to a zoning map in that it controls the general location and intensity of proposed uses.

Master Zoning Plan - Graphic

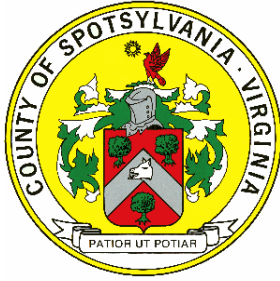
The graphic portion of the Master Zoning Plan shall be prepared at a scale of not more than one (1) inch equals fifty (50) feet and a sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. If prepared on more than one sheet, matchlines shall be clearly indicated where the sheets join. All sheets shall be folded to a size of nine (9) inches by twelve (12) inches. The graphic should include the information required for the Basic Submission and the following:

- General boundaries and area of each proposed land bay or section, areas to remain undisturbed by site development, proposed land uses, the relative density/intensity of development within each land bay, principal street systems, recreation areas or public use areas to be located within the project.
- A land bay table showing the range of uses, number of dwelling units for residential areas or square feet of floor space for commercial, office, and industrial areas and their respective acreage and floor area ratio or density of development.

Master Zoning Plan - Narrative

A narrative in the form of a Development Analysis is required for Planned Development Districts. The scope of the analysis beyond the Basic Submission will be determined at the preapplication conference.

Development to be constructed in sections, shall require the submission of a phasing schedule, which describes the stage during the development that the required public or community facilities, such as schools, libraries, recreation and open space areas, major streets, and commuter parking lots shall be dedicated or constructed. The sequence in which all proffers will be satisfied should be addressed in the phasing schedule.



**REZONING
APPLICATION**
(Please type or
print)

Date: _____	Case: _____	
110-0000-316-16-08 (395)	Mailing	\$ _____
110-0000-316-16-08 (395)	Planning	\$ _____
110-0000-316-16-10 (334)	GIS	\$ <u>1000.00</u>
260-0000-313-03-45	Zoning	\$ <u>500.00</u>
260-0000-318-99-14	Permit	\$ <u>50.00</u>
	Process.	
	Fee	
Total Filing Fee:		_____

Applicant's Name _____

Agent's Name (Point of Contact for Application) _____

Applicant's Address _____

Agent's Address _____

City, State, Zip Code _____

City, State, Zip Code _____

Applicant's E-mail Address _____

Agent's E-mail Address _____

Applicant's Telephone No. _____

Agent's Telephone No. _____

Applicant's Fax No. _____

Agent's Fax No. _____

Property Owner Information:

**If applicant is not the owner, attach
documentation of owner's consent**

Name _____

Address _____ City, State, Zip Code _____ Telephone No. _____

Location: _____

Tax Map Parcel Number: _____ Acreage: _____

Zoning District: _____ Overlay District: _____

Proposed Use: _____

Voting District: _____ Census Tract: _____ Traffic Analysis Zone: _____
(To be completed by the Planning Department after submission)

To: The Board of Supervisors of Spotsylvania County, Virginia. The above named applicant(s) hereby petition(s) for the approval indicated above for the described property and as shown on the attached plat made a part of this application and certifies that the information provided is correct.

Signature of Owner (or Agent with POA) _____ Date _____ Print Name _____

Signature of Owner (or Agent with POA) _____ Date _____ Print Name _____

SPECIAL POWER OF ATTORNEY AFFIDAVIT

**STATE OF VIRGINIA
COUNTY OF SPOTSYLVANIA**

This _____ day of _____, I, _____, the owner of _____(describe land by tax map number) make, constitute, and appoint _____, my true and lawful attorney-in-fact, and in my name, place and stead giving unto said _____ full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for said Rezoning Application. This includes the authority to execute and amend proffers and to sign the Notice of Conditional Zoning.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on _____, 20_____, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Planning of Spotsylvania County stating that the terms of this power have been revoked or modified.

Given under our hands this _____ day of _____ 20__.

..... _____(Seal)

..... _____(Seal)

STATE OF _____
CITY/COUNTY OF _____, to wit:

The foregoing instrument was acknowledged before me by _____, the Owner of said property, this _____ day of _____, 20__.

My commission expires:

_____ Notary Public

_____ Registration Number

OFFICE USE ONLY

File/Case Number _____ Date Accepted _____, 20__

POSTING OF PUBLIC NOTICE SIGNS

Public notice signs must be posted at least fifteen days prior to the public hearing.

You must obtain sign(s) required to be posted from Code Compliance Department, Zoning Office. At least one sign is required for all properties. Additional signs are required for property that abuts more than one public street and property with more than two hundred (200) feet of road frontage. Properties without public street frontage are required to post at least one sign on the property and at least one sign along a nearby street.

Signs shall be posted to insure greatest public visibility in accordance with the following:

- Signs shall be posted adjacent to the street right-of-way abutting the site, no more than ten feet from the edge of the right-of-way.
- Properties for which only one sign is required should be posted near the middle of the site's frontage, unless due to topography, woods, buildings or other obstructions, a location to one side of the frontage would facilitate better visibility.
- Properties with more than one street frontage shall be posted with at least one sign along each street.
- Properties with more than 200 feet of street frontage shall be posted with one sign for each 200 feet of frontage, spaced at least 200 feet apart.
- If a property has no road frontage, the Planning Department will determine the number and location of signs to be posted. At least one sign will be required to be posted on the actual property, and at least one sign will be required to be posted along a nearby street, with a note giving distance and direction to the property.

After posting the property, the applicant must return the affidavit for sign posting to the Office of Planning within three (3) days of the date of posting. Failure to notify the Planning Department within three days shall result in the case being removed from public hearing.

The applicant until the public hearing must maintain all signs posted in good condition. If a sign is damaged or destroyed, a replacement sign must be secured from the Code Compliance Department, Zoning Office and posted as soon as practical.

If a property is not posted at least fifteen days prior to the hearing, if it is improperly posted, if damaged or destroyed signs are not replaced, if a sign posting affidavit is not filed with the Planning Department within three days of posting, or if other inconsistencies with Section 23-4.2.1 of the Zoning Ordinance occur, the public hearing may be deferred for reasons of improper public notice. If deferred, the property will have to be reposted in accordance with these instructions. The applicant should also note that improper public notice may be grounds for invalidating an approved application after approval has been granted.

Signs must be removed no more than ten (10) days after Board of Supervisors action.

SIGN POSTING AFFIDAVIT

I, _____, hereby certify that on the _____ day of _____, 20_____, a sign or signs stating that zoning action was pending on the property described below was/were posted on the property and that the sign(s) was/were easily visible from all public streets and public ways abutting the property.

Property Description:

Given under my hand this _____ day of _____, 20_____

Applicant / Agent

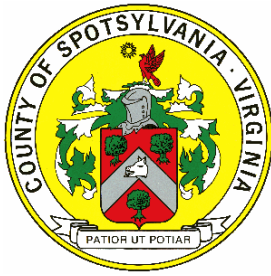
Return Form To:

Spotsylvania County Planning Department
10304 Spotsylvania Ave., Suite 420
Fredericksburg, VA 22408

FAX 540-710-7335

Attn: _____

Case # _____



REZONING FEE CALCULATION SHEET

Application No.: _____

Date Received: _____

STEP 1- CALCULATE THE PLANNING FEE:

Insert Planning Total below on line 2 of the application fee worksheet

Rezoning

Base Fee	\$	11,000.00
# of acres > 5 _____ X \$100.00	\$	
	\$	

Rezoning Proffer Amendment

Base Fee	\$	5,000.00
# of acres > 5 _____ X \$100.00	\$	
	\$	

STEP 2- COMPLETE APPLICATION WORKSHEET:

260-0000-318-99-14	Permit Processing Fee	\$	50.00
110-0000-316-16-08 (395)	Mailing Fee:	\$	
110-0000-316-16-08 (395)	Planning Fee:	\$	
110-0000-316-16-10 (334)	GIS Fee:	\$	*1,000.00
260-0000-313-03-45	Zoning Fee:	\$	500.00
APPLICATION TOTAL:			\$

*GIS fee not applied to applications that do not require a Generalized Development Plan (GDP)