REZONING APPLICATION

Spotsylvania County Planning Department

Merchants Square Office Building
9019 Old Battlefield Boulevard, Suite 320
Spotsylvania, Virginia 22553

Phone (540) 507-7434
www.spotsylvania.va.us

UPDATED: 06/07/2019

REZONING APPLICATION PACKET

OVERVIEW OF THE REZONING PROCESS **3**

THE REZONING PROCESS **3**

BASIC SUBMISSION REQUIREMENTS **3**

GENERALIZED DEVELOPMENT PLAN (GDP) NARRATIVE **7**

GENERALIZED DEVELOPMENT PLAN (GDP) **7**

GENERALIZED DEVELOPMENT PLAN: GRAPHIC SUBMISSIONS **7**

GRAPHIC REVIEW CHECKLIST **8**

PRE-APPLICATION MEETING REQUEST FORM ..... ERROR! BOOKMARK NOT DEFINED.

VOLUNTARY PROFFER STATEMENT FORMAT **12**

REZONING APPLICATION **13**

SPECIAL POWER OF ATTORNEY AFFIDAVIT **14**

ADJACENT PARCEL LIST **15**

POSTING OF PUBLIC NOTICE SIGNS **16**

SIGN POSTING AFFIDAVIT **17**

REZONING FEE CALCULATION SHEET **18**

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, 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 four (4) and twelve (12) months, depending on the type of request and issues involved.

THE REZONING PROCESS

STEP 1: PRE-APPLICATION MEETING

A Pre-application Meeting is required prior to the submission of a Rezoning Application. Contact the Planning Department to schedule a Pre-application Meeting. The purpose of the meeting is to help 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 the Application in accordance with the minimum submission standards included in this packet. Please provide the following information with the request:

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

During the meeting, you will be asked to provide a brief overview of the proposal; then staff will assist you in identifying those components of the Comprehensive Plan that are relevant to the Application. Staff will also determine which submission requirements are necessary to evaluate your request and staff may also suggest additional items.

The Pre-application Meeting is an opportunity for the Applicant/Engineer to seek assistance from planning staff and other review agencies on matters related to the Application. Review the contents of the Application packet prior to the meeting, and if necessary, prepare a list of questions for staff. Contact the Planning Department (540) 507-7434 to schedule a Pre-application Meeting prior to submitting a Rezoning Application.

Please 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

The County encourages that applicants host a community meeting prior to submission. See “Spotsylvania County Community Meeting Recommended Guidelines” on the County’s Planning webpage: www.spotsylvania.va.us.

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 Community Development Intake Counter at: **9019 Old Battlefield Boulevard, Spotsylvania, VA 22553.**

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 Pre-Application 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 may result in the case being determined incomplete. **Each**

application shall (i) identify the expected impacts of a rezoning or proffer amendment , (ii) propose mitigation strategies addressing the impacts, and (iii) demonstrate how the proposed mitigation is consistent with state law.

The following items must be submitted as part of the Application:

- **Standard Application Form** (signed, 1 copy)
- **Special Power of Attorney Affidavit** (if needed, 1 copy)
- **If Applicant is not the Owner, attach documentation of notarized Owner's consent**
- **Adjacent Property List** (1 copy)
  At the Pre-application meeting, a planner will assist you in compiling a list of all property adjoining, abutting or across the street from the property.
- **Fees** (See pg. 21 or the current Unified 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** (5 folded copies & digital format)
- **Fiscal Impact Analysis** (1 copy & digital format) (if needed)
- **Draft Proffer Statement** or statement of intent to submit (1 copy & digital format)
- **Architectural Renderings** (if needed)
- **Traffic Impact Study** (5 copies & digital format & appropriate fee)
- **Conceptual Stormwater Management Plan**

A. Submission Requirements:

1. Applications shall be submitted for electronic review with the submission of a paper application, a CD that contains a full application and all of the supporting application materials in PDF format along with 5 full size GDP sets (24x36) and a 11x17 paper plan set.
2. Place an approval block in the same place on each page of the GDP.

STEP 3: QUALITY CONTROL
A case planner will be assigned to the case. The case planner will be the contact with the County throughout the Rezoning Process and the case planner will review the submission package for completeness within ten (10) working days of submission of an Application. Omissions in the submission package, including items identified in the Pre-application Conference, may result in the Application being determined incomplete. A letter identifying all incomplete items and revisions will be sent to the Applicant. Further processing of the Application will cease pending submission of the requested items. Once the case planner has determined the Application complete, the Application will be sent for staff review.

STEP 4: STAFF REVIEW AND COMMENT
After the Application is determined complete, staff will transmit the Application to the relevant review agencies. During this time, the review agencies will perform a substantive analysis of the Application and will provide comments on issues identified during their review. The Applicant/Engineer will have a chance to address issues

raised during the review process in a technical review meeting.

STEP 5: PROFFERS, SCHEDULING AND POSTING

Proffers:

If an applicant desires to proffer conditions, then either the proffers or a statement of intent to submit proffers shall accompany the Rezoning Application. All proposed proffers shall be submitted in writing in a format acceptable to the Planning Director. Proffers shall be clear and succinct and shall be separated into independently enumerated paragraphs, each of which addresses no more than one (1) aspect of the development and use of the property. Any proffered generalized development plans, architectural elevations, and other graphic representations or sample materials shall accompany the proffer statement and shall be clearly identified and incorporated by reference in the text of the proffers.

Any modified or revised proposed proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision.

Any proffers shall be approved as to form by the County Attorney. Proffered conditions presented to the Planning Commission or Board of Bupervisors must be signed by the record owner of the subject property, or an agent with power of attorney authorized to sign the proffered conditions, and notarized. The Planning Commission hearing on a rezoning application shall not be scheduled without these signatures on the proffer statement.

Additional amendments to the proffered conditions shall be submitted not less than fourteen (14) days prior to the scheduled Planning Commission public hearing unless the public hearing is postponed.

Scheduling:

Rezoning cases will not be scheduled for a public hearing before the Planning Commission until the proffers have been approved as to form by the County Attorney. Planning staff will schedule the case for the next available Planning Commission public hearing, arrange for public notices in the local newspaper in accordance with the Code of VA., and will send notification of the hearing to property owners within 3,000 feet of the proposal.

Posting:

Fifteen (15) days prior to the public hearing date, the Applicant must post notices on the property indicating an upcoming public hearing and identifying the appropriate case number for the pending Application. The Planning Department will provide the public notice signs. General posting instructions are included in this packet (See Posting of Public Notice Signs). Parcel specific instructions for posting the property will be handled by the case planner. Once the signs are posted, a notarized Sign Posting Affidavit must be submitted to the Planning Department. The signs are to be returned to the Planning Department within ten (10) days of the Board of Supervisors decision.

STEP 6: PLANNING DEPARTMENT REPORT AND RECOMMENDATION

The case planner will prepare the staff report and recommendation. The staff report and recommendations will be forwarded to the Applicant when the Planning Commission packets are delivered to the members of the Commission.

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 on behalf of the Application and to answer questions from the Planning Commission. Following the Applicant's presentation, the public hearing will be opened and citizens desiring to comment on the proposal are invited to speak. The Planning Commission may make their recommendation to the Board of Supervisors at the initial public hearing meeting or defer action on the proposal in accordance with Zoning Ordinance Section 23-4.6.7. If the applicant wishes to amend proffered conditions once the public hearing has begun the Planning Commission shall continue consideration of the rezoning to a future meeting and the amended proffers, shall be submitted not less than fourteen (14) days prior to that meeting date.

STEP 8: SUBMISSION OF THE GDP FOR THE BOARD OF SUPERVISORS HEARING
Once the Planning Commission has acted on the Application, the Applicant must submit the GDP and color renderings on a disk in PDF format. After the public hearing before the Planning Commission, the Applicant may submit any additional proffers or modifications to the submitted proffers to address issues identified in the staff report considered or discussed by the Planning Commission at the public hearing.

The Board of Supervisors public hearing shall be scheduled once the proffered conditions are approved to form by the County Attorney. Additional amendments to the proffered conditions shall be submitted not less than fourteen (14) days prior to the scheduled Board of Supervisors public hearing unless the public hearing is postponed. If the applicant wishes to amend proffered conditions once the public hearing has begun, the Board of Supervisors shall continue consideration of the rezoning to a future meeting and the amended proffers shall be submitted not less than fourteen (14) days prior to that meeting date. All proffers shall be approved as to form by the County Attorney. All modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision.

STEP 9: BOARD OF SUPERVISORS PUBLIC HEARING
The Applicant will be responsible for ensuring that the signs are posted at the property at least fifteen (15) days prior to the public hearing and that a notarized Sign Posting Affidavit is submitted to the Planning Department. The Board hearing presentations are conducted in the same manner as the Planning Commission. Board actions may occur in accordance with Section 23.4.6.8 of the Zoning Ordinance.

GENERALIZED DEVELOPMENT PLAN (GDP) NARRATIVE

The Zoning Ordinance requires both graphic and written information which addresses part of the basic submission Narrative to include a written description of the relationship of the proposal to the relevant components of the Comprehensive Plan or other materially relevant issues to be reviewed for its consistency in each Application. **Each application shall (i) identify the expected impacts of a rezoning or proffer amendment, (ii) propose mitigation strategies addressing the impacts, and (iii) demonstrate how the proposed mitigation is consistent with the Code of Virginia.**

GENERALIZED DEVELOPMENT PLAN (GDP)

The processing of an Application for a rezoning 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 must review the design of the site and the existing and proposed site features. The Rezoning Generalized Development Plan (GDP) is a schematic plan developed in accordance with the Spotsylvania County Zoning Ordinance and the associated Design Standards Manual.

If the proposed rezoning has an existing structure and the proposed activity will be conducted within the structure, a GDP may not be required. Planning staff will outline the specific requirements at the Pre-application Conference.

GRAPHIC SUBMISSIONS:
Parcel Information
An accurate plan 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 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 11 that outlines the basic GDP requirements. 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, additional information may be required as discussed at the Pre-application meeting.

Spotsylvania County
Rezoning Application
Generalized Development Plan
Graphic Review Checklist

Case Number: _____ Project Name: SPRINGHAVEN

NOTE: **THIS CHECKLIST IS USED BY STAFF TO DETERMINE COMPLIANCE WITH COUNTY CODE, SEC. 23-4.6.2. 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 Planning Director due to the scope and nature of the proposed project:

✓ 1. Generalized Development Plan Title Sheet(s) to include:

✓ (a) A title block denoting the type of application, name of project tax map reference, voting district, and street address;

✓ (b) An approval block located along the right side of the title sheet and each subsequent sheet of the generalized development plan;

✓ (c) The name, address and phone number of the owner and applicant;

✓ (d) The name, address, phone number, signature and registration number of the plan preparer, and the preparation date of the plan;

✓ (e) Vicinity map, 1" = 2,000, a north arrow scale, and scale graphic;

✓ (f) Generalized development plan index;

✓ (g) A Site data summary table providing at minimum:

✓ (1) tax map reference;

✓ (2) project area size including total, and disturbed acreage;

✓ (3) existing and proposed zoning designation(s);

✓ (4) a table with computations showing existing by-right unit potential, proposed unit yield by residential unit type and densities and/or gross and net floor areas of nonresidential structures where applicable;

✓ (5) identification of any overlay districts within project limits;

✓ (6) existing use and types of proposes uses;

✓ (7) building height, number of floors, and setbacks of all existing and proposed buildings, structures and other improvements;

✓ (8) a table with computations showing trip generation with land use code reference;

✓ (9) acknowledgement of any known historic building, archaeological features, or historic districts;

✓ (10) acknowledgement of any known places of burial;

✓ (11) acknowledgement of any floodplains, resource protection areas, wetlands, steep slopes, dam break inundation zones, onsite;

✓ (12) parking, including tabulation of required parking and spaces proposed.

✓ (h) A table with computations estimating the lot coverage ratio and impervious surface ratio;

✓ 2. The identification of and distance to all major intersections within one-half mile of the proposed development;

✓ 3. The boundary of the entire parcel with courses and distances;

✓ 4. Any existing or proposed parcel lines, easements or right-of-way within the subject parcel(s);

✓ 5. The present zoning and principal use of the subject parcel and all contiguous properties;

N/A 6. Graphic depiction of the boundaries of any overlay zoning districts described in Article 6 of Chapter 23; ENTIRE PARCEL IN OVERLAY DISTRICTS

✓ 7. Graphic depiction of the general locations, approximate dimensions, height, number of floors and setbacks of all existing and proposed buildings, structures, accessory structures (including outdoor lighting, fences, bike racks, walls or hedges, trash receptacles), signs, landscaping and buffers, stormwater management facilities and other improvements;

✓ 8. The boundaries of any water bodies, USGS perennial streams, floodplain, resource protection areas, watershed, wetlands (if any), steep slopes;

✓ 9. 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 bufferyard requirements of Article 5, Division 5 of Chapter 23, and the general location and material descriptions of any other proposed screens, bufferyards or landscaping;

✓ 10. The location and dimensions of existing and proposed parking and loading are and

any other impervious surfaces, such as driveways, streets (and names), cement sidewalks and playing surfaces;

✓ 11. The location and description of all points of access including all proposed interparcel connections;

✓ 12. The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan;

✓ 13. The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property;

✓ 14. 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 drainfields;

✓ 15. Topographic contour lines at two foot intervals for the existing site;

✓ 16. The location and dimensions of the on-site and off-site facilities for the retention or detention of stormwater;

✓ 17. The size, location and boundaries of any common open spaces, recreation areas and recreation facilities, including a tabulation of usable openspace in accordance with the open space definition in Sect.23-2.1.4. Definitions;

N/A 18. For large-scale, phased developments, identification of the location and timing of each phase of the development;

N/A 19. Graphic depiction of any known historic building, archaeological features, or historic districts;

N/A 20. Graphic depiction of any known places of burial and easements for cemetery access in accordance with the Code of Virginia § 57-27.1, as amended;

✓ 21. A description of the methods proposed to control erosion, sedimentation and stormwater runoff; and;

✓ 22. A description of the persons to be responsible for future maintenance of all roads, easements, parks, playgrounds, stormwater and drainage facilities and other common areas;

✓ 23. Signature and seal of professional person certifying the plan.

County of Spotsylvania
Department of Planning
9019 Old Battlefield Blvd, Suite 320
Spotsylvania, Virginia 22553
Phone: (540) 507-7434

Pre-Application Meeting Request

Property Owner(s): _____

Developer/Applicant: _____

Phone #: _____ Cell # _____ *Email: _____

Tax Map#: _____ Existing Zoning: _____ Proposed Zoning: _____ Disturbed Zoning: _____ Parcel Acreage: _____

Parcel Address: _____

Type of Application (Rezoning, Special Use, Site Plan): _____

Existing Public Water: ☐ Yes ☐ No Existing Public Sewer: ☐ Yes ☐ No

Are there active permits under review with the County or have there been any prior approvals? ☐ Yes ☐ No

If yes, list: _____

Brief description of proposed development:

_____

Signature of Applicant: _____Date: _____

***Please submit the completed request form with a general development plan or concept plan to Shannon Fennell, at sfennell@spotsylvania.va.us, to be scheduled on the next available Technical Review Committee (TRC) Agenda**

VOLUNTARY PROFFER STATEMENT RECOMMENDED FORMAT

VOLUNTARY 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 conformance with the proffered conditions. If the rezoning includes a residential component, state that the proffers offered are in compliance with the Code of Virginia 15.2-2303.4. 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.**

Applicant makes these proffers voluntarily, in support of their Rezoning Application.

Original signature Date
Type full name and title

Notary statement, signature, and Date

Format guidelines:
- Proffers that supersede a previous proffer statement accepted under a different rezoning should include the previous case number in the heading after the current case number, clearly identifying that the current proffer statement supersedes the previous one.
- Each number or letter under a heading should apply to no more than one condition or detail of a condition.

In accordance with Sec. 23-4.6.3(b)(2), all modified or revised proffers shall be accompanied by comparative drafts highlighting the changes made in such modification or revision.

07/01/2019

REZONING APPLICATION (Please type or print)

Date:_____ Case:_____

110-0000-316-16-08 (395)	Mailing	$ 12.00
110-0000-316-16-08 (395)	Planning	$11,650.00
110-0000-316-16-10 (334)	GIS	$ 190.00
260-0000-313-03-45	Zoning	$ 605.00
260-0000-318-99-14	Intake	$ 65.00
	Process.Fee	
	Total Filing Fee:	$12,522.00

Springhaven Holding, LLC
Applicant's Name

1109 Charles Street
Applicant's Address

Fredericksburg, VA 22401
City, State, Zip Code

garrisonconsulting@verizon.net
Applicant's E-mail Address

540-760-6702
Applicant's Telephone No.

Lee Garrison
Agent's Name (Point of Contact for Application)

same as Applicant
Agent's Address

City, State, Zip Code

same as Applicant
Agent's E-mail Address

same as Applicant
Agent's Telephone No.

Property Owner Information:

same as Applicant
Name

Address City, State, Zip Code Telephone No.

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

Parcel Location: 12300 Five Mile Road

Tax Map Parcel Number: 12-A-34 Acreage: 6.5249 acres

Current Zoning: R-1 Acreage in Request: 6.5249 acres

Proposed Zoning: PDH-5 Overlay District: Reservoir Protection

Proposed Use: residential single-family attached development

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 materials made a part of this Application.

I hereby certify by my signature below that I am the owner of record of the named property or that I am authorized to act on behalf of all the owners of record of the named property to execute this application. I further certify that all information I have provided thereon is complete and accurate. I agree on behalf of myself and all owners to conform to the Zoning Ordinance, Subdivision Ordinance, Virginia Uniform Statewide Building Code, Erosion Ordinance, Chesapeake Bay Preservation Ordinance, the Water and Sewer Construction Specifications of Spotsylvania County, and all other applicable laws and regulations of this jurisdiction.

Springhaven Holding, LLC
By: Melvin L. Garrison III 3/25/20 Melvin L. Garrison, III, Manager
Signature of Owner (or Agent with POA*) Date Print Name

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

**I have read this Application, understand its intent and freely consent to its filing. Futhermore, I have the power to authorize and hereby grant permission for Spotsylvania County Officials and other authorized government agents on official business to enter the property to process this Application.*

Voting District:_____ Census Tract:_____ Traffic Analysis Zone:_____

(To be completed by the Planning Department after submission)

SPECIAL POWER OF ATTORNEY AFFIDAVIT

COMMONWEALTH OF VIRGINIA
COUNTY OF SPOTSYLVANIA

This _____ day of _____, 20_____, 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 Planning Department of Spotsylvania County stating that the terms of this power have been revoked or modified.

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

_____
Owner/Contract Purchaser/Authorized Agent (Circle One)

COMMONWEALTH 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_____

ADJACENT PARCEL LIST

The following are the properties either abutting, adjoining, or across the street from the property subject to this Rezoning Application (please print or type parcel number):

MAP #

12F-1-F

12-A-66

12-A-67

12-25-17

12-25-14

12-25-13

12-25-12

12-25-11

12-25-1

12-A-69

12-A-35

POSTING OF PUBLIC NOTICE SIGNS

Public notice signs must be posted at least fifteen (15) days prior to the public hearing.

Sign(s) required for posting must be obtained from the Planning Department. At least one (1) sign is required for all properties. Additional signs are required for property that abuts more than one (1) 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 (1) sign on the property and at least one (1) sign along a nearby street.

Signs shall be posted to ensure 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 (10) feet from the edge of the right-of-way.
- Signs shall be posted for optimum visibility for traffic traveling on the public road.
- Properties with more than one (1) street frontage shall be posted with at least one (1) sign along each street.
- Properties with more than (200) feet of street frontage shall be posted with one (1) 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 (1) sign will be required to be posted on the actual property, and at least one (1) 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 notarized Sign Posting Affidavit to the Planning Department within three (3) days of the date of posting. Failure to notify the Planning Department within three (3) days shall result in the case being removed from public hearing.

Until the public hearing, the Applicant must maintain all signs posted in good condition. If a sign is damaged or destroyed, a replacement sign must be secured from the Planning Department and posted as soon as practical.

If a property is not posted at least fifteen (15) days prior to the hearing, if it is improperly posted, if damaged or destroyed signs are not replaced, if a notarized Sign Posting Affidavit is not filed with the Planning Department within three (3) 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 within ten (10) days after Board of Supervisors action and returned to the Planning Department.

SIGN POSTING AFFIDAVIT

I, _____, hereby certify that on the _____ day of _____, 20_____, a sign(s) 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

COMMONWEALTH 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

Return From To:
Spotsylvania County Planning Department
9019 Old Battlefield Blvd., Suite 320
Spotsylvania, VA 22553

Attn: _____ Case# _____

OFFICE USE ONLY

File/Case Number _____ Date Accepted _____, 20_____

Application No.: _____

Date Received: _____

STEP 1- CALCULATE THE PLANNING FEE:

☒ Rezoning

Base Fee	$	11,650.00
# of acres > 10 distrb ___0____ X $45.00	$	
	$	11,650.00

☐ Rezoning GDP and Proffer Amendment

Fee	$	7,175.00
	$	

☐ Rezoning Proffer Amendment – Text Only

Fee	$	4,180.00
	$	

STEP 2- COMPLETE APPLICATION WORKSHEET:

260-0000-318-99-14		Intake Processing Fee	$	65.00
110-0000-316-16-08	(395)	Mailing Fee**:	$	12.00
110-0000-316-16-08	(395)	Planning Fee:	$	11,650.00
110-0000-316-16-10	(334)	GIS Fee:	$	*190.00
260-0000-313-03-45		Zoning Fee:	$	605.00
		APPLICATION TOTAL:	**$**	12,522.00

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

**Equation: (# project parcels + # of adjacent parcels) x 1st class postage x 2 meetings = $Mailing Fee

1 11 .50

Refunds (Planning) – All refunds must be requested in writing to the Planning Director. Refunds will be issued in the following circumstances: 95% of Planning fees if application is withdrawn within two (2) business days of submission; 80% of Planning fees if application is withdrawn during the initial review period (time varies depending on application type); 40% of Planning fees if application is withdrawn within ten (10) business days after initial review comments are issued.