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**Department of Planning & Community Development- Rezoning (Zoning Map Amendment)
Application**

(540) 338-2304 Fax (540) 338-7460

221 S. Nursery Avenue, Purcellville, VA 20132

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A zoning map amendment is hereby requested for the property located at _____ to
rezone _____ acres from the _____ Zoning District to the _____ District
in accordance with Article 10 of the Zoning Ordinance.

General Project Information:

1. Project Title: _____
2. Location of Property: _____
3. Property Owner: _____
4. Owner Address: _____
5. Owner Telephone: _____ Fax: _____ Email _____
6. Applicant/Agent: _____
7. Agent Address: _____
8. Agent Telephone: _____ Fax: _____ Email _____
9. Designer/Engineer: _____
10. Designer Address: _____
11. Designer Telephone: _____ Fax: _____ Email _____

Correspondence to be sent to: _____ Owner; _____ Agent; _____ Designer; _____ Other: _____

12. Total Acreage of Parcel: _____
13. Acreage to be Rezoned: _____
14. Property Identification #(s): _____
15. LC Tax Map #(s): _____
16. Current Zoning: _____
17. Current Use(s): _____

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18. Proposed Zoning: _____
19. Proposed Use(s): _____
20. Adjoining Property Uses(s): _____
21. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
22. Related Applications (if any): _____
23. Pre-submission meeting date (if any): _____

Additional Submission Requirements:

- ☐ *A Statement of Justification and Explanation.* Applicant must file a statement in support of their request. The statement should address how the application complies with the Comprehensive Plan and any applicable sections of the Zoning Ordinance as well as how the application plans to mitigate any negative impacts.
- ☐ *A Rezoning Plat.* A surveyed plat of the property showing metes and bounds of all property boundaries, the name of property owner and all adjoining property owners. The plat should be dated not more than 6 months prior to application.
- ☐ *A Concept Plan for the Property.* The plan should contain all of the minimum design standards found on the minimum submission checklist and any additional information to assist the Town in evaluating the superiority of the development request.
- ☐ *Traffic Study.* When applicable. See also standards from the Department of Transportation related to 527 studies/review.
- ☐ *Payment of Fee.* The fee for a rezoning application must be paid at the time of submission. FEES ARE NON-REFUNDABLE.
- ☐ *Proffers.* When applicable. Proffers should be provided in a format approved by the Town Attorney.

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections they deem necessary. I also understand that someone must be present at all public meetings to represent my application or the item will be tabled to the next available meeting.

Owner's Signature

Date

Required Materials (as applicable, completed by Town Staff):

For all rezoning applications:

- ☐ Application ☐ Concept Plan ☐ Required fee ☐ Completed checklist ☐ Statement of Justification ☐ Traffic Study
☐ Proffers ☐ Rezoning Plat

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Project Manager Assigned _____

File Number _____ Approved On: _____ Proffers: yes/no

Ordinance/Resolution Number(s): _____

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Rezoning Application – Adjoining Property Owner Information Sheet:

The following is a list of the adjoining property owners for the property located at:

(Address of proposed rezoning request)

Please Note: Adjoining properties are any parcel of land sharing a common boundary with the property requesting a rezoning, including any properties located across an adjoining right of way. Attach additional sheets as needed.

Property Owner(s):	Loudoun County PIN#
Address:	

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Address:	

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Address:	

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<i>Address:</i>	

Please use an additional sheet when necessary

Minimum Submission Standards Checklist - Rezoning:

***This checklist must be submitted with the application or the rezoning application will be rejected.
These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:***

Applicant	Town Staff	Minimum Standard
		Application Materials
		2 copies of completed application form (1 original and 1 copy)
		Statement of Justification and Explanation addressing compliance with the Comprehensive Plan and the Zoning Ordinance as well as plans to mitigate any negative impacts.
		12 folded copies of the Rezoning Plat on paper no smaller than 11"x17"
		12 folded copies of the Concept Plan on paper no smaller than 11"x17" PLEASE NOTE: Although it is unnecessary for a concept plan to involve the preparation of engineered documents, the concept plan must be sufficiently detailed to determine if the proposed rezoning is a development of superior quality.
		Traffic Analysis
		Application fee(s)
		Proffers in a format approved by the Town Attorney
		Completed Minimum Submission Standards Checklist
		Concept Plan Requirements
		Plans on 11"x17" paper or larger
		Sheets are numbered & scale is indicated (if scaled)
		Boundaries of the property and total area of the property in square feet and acres
		General location, size (in square feet), and use of all proposed structures
		General location of storm water management facilities
		General location of open space and/or landscaping areas
		General location of proposed improvements such as but not limited to the general placement of sidewalks or trail facilities, the general location of proposed traffic improvements, and/or the general location of proposed public facilities
		General location of proposed parking areas, entrances onto rights of way, storage areas, display areas, recreational areas, and required buffer yards
		General location and size of proposed rights of way
		Location and size of existing public rights of way

Please Note:

The above information is a minimum standard for submission. If any of these items are not applicable to your project, please indicate with an "n/a" in the checkbox next to the item. The concept plan does not require preparation by a certified engineer unless specifically requested during review by the Town. Additional requirements may apply, please reference the Zoning Ordinance for any additional standards for your project.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the rezoning application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the application and that the presence of all required information does not guarantee approval, and if during the review of this application by Town Staff it is determined that my application is actually incomplete, it can be rejected and returned.

Signed, Property Owner

Date

Signed, Preparing Designer/Engineer/Agent

Date