



REZONING APPLICATION

Shenandoah County Planning & Zoning Office

600 North Main Street,
Suite 107
Woodstock, VA 22664

Phone: 540-459-6190
Fax: 540-459-6193

APPLICANTS CHECK LIST - REZONING

- _____ Completed and signed application (yellow sheet)
- _____ Completed comment sheets from the appropriate agencies (green sheets in packet). Only the agencies that are checked need to receive a green sheet. A copy of the application and the site plan must be attached to each agency sheet in order for them to comment on the application.
- _____ A certified plat of the area to be rezoned along with a legal description. (20 copies).
- _____ 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.
- _____ Form SPOF-002-4/93 “Proffers For Conditional Rezoning” must be completed and filed with application if the application is for conditional rezoning.
- _____ If applicant is anyone other than the fee simple owner; Form SPOF-004-4/93 must be completed and filed with the rezoning application.
- _____ 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 complete disclosure of the equitable ownership of the real estate to be affected, including in the case of corporate ownership, the name of the stockholders, officers, and directors, and in any case, the names and addresses of all the real parties in interest. In addition, a disclosure, sworn to under oath before a notary public or other official before whom oaths may be taken, stating whether or not any members of the Shenandoah County Planning Commission or Board of Supervisors has any interest in such 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 or whether a member of the immediate household of any member of the planning commission or governing body has any such interest. See attached example.
- _____ 20 copies of a site plan showing the proposed use, if known, of the parcel
- _____ Application fee, make checks payable to Shenandoah County Treasurer
- _____ Fiscal Impact Model (if required)

Application Review and Action

Once the applicant submits the complete application, the rezoning request is scheduled for the next joint public hearing of the Planning Commission and Board of Supervisors according to the schedule attached. 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. The applicant is required to appear at this hearing to present the application and to answer any questions. 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. in the Board Room of the Shenandoah County Government Center in Woodstock, Virginia. Again the applicant is responsible for calling the Zoning Administrator to confirm the date, time, and location of the Board meeting.

***No application for a rezoning shall be considered by the Board of Supervisors within one year from the date that an application for the same or substantially the same request on the same parcel of land was denied.**

Application Packet

The application packet must be completed and submitted prior to the submission deadline listed in this packet.

Application Fees Are As Follows:

Rezoning To: Residential/Commercial/Industrial	\$800.00 plus \$50.00 per acre
Rezoning To: Agriculture/Conservation	\$500.00 plus \$50.00 per acre

Site Plan

The site plan should show the proposed use of the property, if known, if the rezoning occurs.

Proffer Statement

The proffer statement cannot be amended once the public hearing begins.

Fiscal Impact Model - To Be Obtained From the Planning & Zoning Office

The fiscal impact model is used to determine the initial fiscal impact of a rezoning on county services. The model is run by Anderson & Associates. The model report is required before the application packet is submitted to the Planning & Zoning Office. Please use the forms attached to request the model to be run. All requests and the fees listed below should be turned into the Planning & Zoning office so they can be forwarded to Anderson & Associates. Projects consisting of proposed residential units only, cost \$1,550 for the first phase and \$300 per additional phase. Projects consisting of proposed residential and commercial or industrial uses cost \$1,850 for the first phase and \$500 per additional phase.

Shenandoah County, Virginia

APPLICATION FOR REZONING

() Regular

() Conditional

1. Requested Zoning: _____

2. Existing Zoning: _____

3. Existing Use: _____

4. Acreage: _____ Magisterial District: _____ Election District: _____

5. Description of Property:

Location: _____

Tax Map Number(s) _____

Deed Book & Page Number(s) _____

6. Proposed Use of Property: _____

7. Applicant Information: (Please Print)

Owner of Record:

Applicant: () Owner

() Contract Purchaser

Name _____

Name _____

Address _____

Address _____

_____ Zip _____

_____ Zip _____

Phone _____

Phone _____

Representative: _____

Name _____

Address _____

_____ Phone _____

Note: If applicant is anyone other than the fee simple owner, written authorization of the fee simple owner designating the applicant as the authorized agent for all matters concerning this request shall be filed with this application.

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

Signature

FOR OFFICE USE ONLY

Date Received: _____ Time: _____

Receipt No. _____ Fee: _____

Zoning Amendment Number _____

PLANNING COMMISSION

Dates Public Hearing Was Advertised: _____

Dates Public Hearing Was Held: _____

Recommendation of Planning Commission: _____

Secretary _____

BOARD OF SUPERVISORS

Dates Public Hearing Was Advertised: _____

Date Public Hearing Was Held: _____

Action of Board of Supervisors: _____

Clerk of the Board of Supervisors _____

Shenandoah County, Virginia

PROFFERS FOR CONDITIONAL ZONING

() Original () Amended

Pursuant to Section 607.5 of the Shenandoah County Zoning Ordinance, the owner or duly authorized agent hereby voluntarily proffers the following conditions which shall be applicable to the property (Tax Map Number(s) _____) if rezoned:

Signature of Owner of Applicant

Date

*If applicant is other than owner, Form SPOF-004-4/93, Special Limited Power of Attorney must be submitted with the application.

*Application will only be accepted on this yellow form.

Shenandoah County, Virginia

APPLICATION FOR AMENDMENT OF PROFFERED CONDITIONS

1. Description of Property:

Location: _____

Tax Map Number(s): _____

2. Existing Zoning: _____

3. Acreage: _____

4. Applicant Information: (Please Print)

Owner of Record:

Applicant: () Owner
() Contract Purchaser

Name _____

Name _____

Address _____

Address _____

_____ Zip _____

_____ Zip _____

Phone _____

Phone _____

Representative:

Note: If applicant is anyone other than the fee simple owner, written authorization of the fee simple owner designating the applicant as the authorized agent for all matters concerning this request shall be filed with this application.

Name _____

Address _____

_____ Phone _____

5. Proffered conditions accepted with rezoning case _____, and now applicable to the subject property: (Attach copy)

6. Requested Amendment of Proffered Conditions: (Attach SPOF-002-4/93)

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

Signature

Shenandoah County, Virginia

SPECIAL LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

1. That I (Name) _____ (Telephone) ____
(Address) _____
As owner of the property described as:

2. Tax Map Number(s) _____ Acreage __
Located at _____

and authorized to take such action, do hereby make, constitute and appoint:

3. (Name) _____ (Telephone) ____
(Address) _____

To act as my true and lawful attorney-in-fact for and in my name, place and stead with full power and authority I would have if acting personally to seek rezoning or change of proffers of my above described property from: _____ to: _____ and to set forth and offer such legally acceptable voluntarily proffered conditions including any additions, amendments, modifications or deletions thereto that in his discretion are deemed reasonable, appropriate and necessary except as follows:

4. _____

5. In witness thereof, I hereto set by hand and seal this _____ day of _____, 1998.

Signature _____

Witnessed by: _____

Witnessed by: _____

NOTE: This document with original signatures shall be filed with the rezoning case application and become a permanent part thereof.

(ATTACHMENT B)

, 2008

Mr. Brandon Davis
Department of Planning & Zoning
Shenandoah County
600 N. Main Street
Woodstock, VA 22664

Re: Section 165-114

Dear Mr. Davis:

In accordance with recently enacted or amended Section 165-114 of the Ordinances of Shenandoah County, Virginia, it is submitted that the equitable owners of the real estate owned by _____ and which is the subject of an application for _____ are as follows:

1. (NAMES & ADDRESSES HERE)

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 no member of the Shenandoah County Planning Commission or the Shenandoah County Board of Supervisors has any 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 and no member of the immediate household of any member of the Planning Commission or governing body has any such interest.

Thank You for your attention to this matter.

Sincerely,

COMMONWEALTH OF VIRGINIA
COUNTY OF SHENANDOAH, TO-WIT:

The above signed _____, a person known to me, after first being duly sworn by me affirmed and averred that the foregoing statements in this letter of _____, 2008 are true and accurate statements of the matters addressed.

Sworn before me _____, a Notary Public for the Commonwealth of Virginia this ____ day of _____, 2008.

Notary Public

My Commission Expires:

County of Shenandoah

PLANNING AND ZONING

BRANDON P. DAVIS
DIRECTOR, PLANNING & ZONING

JOYCE WEGRYNIAK
ZONING ADMINISTRATOR



Phone (540) 459-6190

Fax (540) 459-6193

**SHENANDOAH COUNTY GOVERNMENT CENTER
600 NORTH MAIN STREET - SUITE 107
WOODSTOCK, VIRGINIA 22664-1855**

On March 14, 2006, the Shenandoah County Board of Supervisors approved the establishment of a policy that requires the posting of signs on any property involved in an application for a Rezoning and/or Special Use Permit.

- At least 15 days prior to the public hearing for a Rezoning and/or Special Use Permit, the applicant for said request shall post a sign on the parcel(s) involved, indicating the nature of the request and the body reviewing the request.
- A \$50.00 deposit will be required at the time sign(s) are released from the Planning & Zoning Office to the applicant.
- The sign(s) shall be posted in a location that is clearly visible from the public road. The Planning & Zoning Office will determine the location of the sign as necessary.
- All signs posted under this policy shall be removed by the applicant within 5 days after the public hearing for which it was posted.
- Signs shall be returned to the Shenandoah County Planning & Zoning Office, at which time, said deposit will be returned to the applicant.

**Application Submission Deadline - 2009
for Rezonings, Special Use Permits, Site Plans and Subdivision Plats**

Submission Deadline**	Joint Hearing before Planning Commission & Bd. of Supervisors	Board of Supervisors Meeting
January 12	February 5	February 24
February 9	March 5	March 24
March 9	April 2	April 28
April 13	May 7	May 26
May 11	June 4	June 23
	No meeting in July, 2009	
July 13	August 6	August 25
August 10	September 3	September 22
September 7	October 1	October 27
October 13	November 5	November 24
November 9	December 3	December 8
	No meeting in January, 2010	

AGENCY REVIEW LIST

Agencies requiring comment will be identified by the Zoning Administrator during preliminary review conference:

- _____ Erosion & Sediment Control
600 N. Main Street, Suite 107
Woodstock, VA 22664
Attn: Jason A. Smith

- _____ Shenandoah County Department of Building Inspections
600 N. Main Street, Suite 107
Woodstock, VA 22664
Attn: Geary Showman

- _____ Virginia Department of Transportation
14031 Old Valley Pike
Edinburg, VA 22824
Attn: Lloyd A. Ingram

- _____ Shenandoah County Health Department
600 N. Main Street, Suite 106
P.O. Box 269
Woodstock, VA 22664

- _____ Shenandoah County Fire Prevention Officer
600 N. Main Street, Suite 109
Woodstock, VA 22664
Attn: David Ferguson

- _____ Sky Bryce Association
P.O. Box 20
Basye, VA 22810
Attn: Bonnie Henry

- _____ Stoney Creek Sanitary District
236 South Main Street
Woodstock, VA 22664-1452
Attn: Rodney McClain, Director

- _____ Toms Brook-Maurertown Sanitary District
236 South Main Street
Woodstock, VA 22664-1452
Attn: Rodney McClain

- _____ Town of Edinburg
P.O. Box 85
Edinburg, VA 22824
Attn: Dan Harshman, Mayor

_____ Town of Mt. Jackson
P.O. Box 487
Mt. Jackson, VA 22842
Attn: Charlie Moore, Town Manager

_____ Town of New Market
P.O. Box 58
New Market, VA 22844
Attn: Evan Vass, Town Manager

_____ Town of Strasburg
P.O. Box 351
Strasburg, VA 22657
Attn: Kevin Fauber

_____ Town of Toms Brook
3356 S. Main Street
Toms Brook, VA 22660
Phil Fauber, Mayor

_____ Town of Woodstock
135 North Main Street
Woodstock, VA 22664
Attn: Larry Bradford, Town Manager

_____ Shenandoah County Schools
600 N. Main Street, Suite 200
Woodstock, VA 22664
Attn: Dr. Keith Rowland

_____ Shenandoah County Economic Development Committee
600 N. Main Street, Suite 101
Woodstock, VA 22664
Attn: Susie Hill

_____ Other:

-MUST HAVE 5 COPIES OF THIS 2 PAGE ATTACHMENT-

ATTACHMENT D

**SHENANDOAH COUNTY
OFFICE OF PLANNING AND ZONING
600 NORTH MAIN STREET, SUITE 102
WOODSTOCK, VIRGINIA 22664**

Comments For:

Special Use Permits **Site Plan**
 Subdivision **Rezoning**

THIS PAGE TO BE COMPLETED BY APPLICANT:

Agency Name & Address:

Applicant's Name, Address and Phone Number:

Name of Development and Description of the Request:

Location:

Tax Map #: _____

Continued

