

Rezoning Application Packet

Revised June 2018



Caroline County Department of Planning and Community Development
233 West Broaddus Avenue
Bowling Green, VA 22427
www.co.caroline.va.us
Phone: 804-633-4303 Fax: 804-633-1766



Caroline County Rezoning General Information

The Department of Planning and Community Development has established this application packet to provide an overview as to the process associated with applying for a rezoning in Caroline County.

Rezoning

A rezoning may be requested if the intended use for the property is not allowed by the Zoning Ordinance in the current zoning district. If you have questions about the intended use and whether it is allowed, please call the Planning Department prior to completing the application. The rezoning process is a public hearing process. The application is first heard by the Planning Commission which will forward a recommendation of approval or denial of the application to the Board of Supervisors. The Board of Supervisors will ultimately decide whether to approve or deny the application for rezoning.

Initial Consultation

The Applicant should call the County Department of Planning and Community Development (DPCD) to discuss the proposed rezoning with staff prior to initiating any work on the application. If a meeting is scheduled, the Applicant should bring as much information as possible, including, site layout, plans, designs, and any other details that might be relevant.

Procedure

Once an application is submitted to the County, it is reviewed by DPCD staff to ensure that all required information has been provided. If a Traffic Impact Analysis (TIA) is required by VDOT for the application, it will need to be submitted at the same time or prior to application. The complete application complete will be considered by a Technical Review Committee (TRC). The TRC review typically occurs six weeks, more or less, after submission of the completed application to allow adequate time for review comments to be received.

After the TRC meeting, all committee comments are gathered and returned to the applicant. Sometimes the comments require another meeting between staff and the applicant prior to the application being heard by the Planning commission to address the concerns of various agencies and departments.

After the TRC meeting (and assuming no further meetings with staff are necessary), the application will be placed on the Planning Commission agenda, at which time a public hearing on the application will be held. The date of the public hearing before the Planning Commission should generally be known after the application is deemed complete. During the public hearing, members of the public will have the opportunity to speak for or against the application. Once the public hearing has been closed, the Planning Commission can defer the application (i.e., so that additional information can be provided or to allow staff additional time to work with the applicant to answer any questions of the Commission) or it will make a motion to forward a recommendation to approve or deny the application to the Board of Supervisors.

Once the Planning Commission takes action on the application, it will be forwarded to the Board of Supervisors for authorization to advertise for public hearing. The Board will hold another public hearing, allowing the public to again speak for or against the application. After the public hearing is closed, the Board of Supervisors may defer action on the application to another meeting, or it may approve or deny the application as it deems appropriate.

Important Factors

- Conformance with the Comprehensive Plan
- Availability of water and sewer
- Intensity of Uses
- Existing & proposed road networks
- Inter-parcel connectivity
- Surrounding uses

If you have further questions please feel free to call the Department of Planning and Community Development at (804) 633-4303.

Fees - Rezoning to:

Agricultural Preservation/Rural Preservation - \$1,250 + 50/acre

Rural Residential (RR) or Residential (R)- \$3,000 + 50/acre

Business (B) - \$3,000 + 50/acre

Industrial (M) - \$3,000 + 50/acre

Planned Unit Development (PUD) - \$4,000 + 50/acre

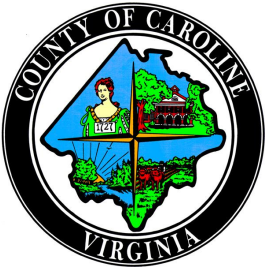
Proffer Amendment - Base fee + \$100 per proffer amended

Deferral - \$150 + advertising costs

Rezoning Applicant Checklist



- Application Fee (Checks payable to Treasurer of Caroline County)
- Completed Land Development Application
- 21 copies of the General Development Plan with the attached Rezoning General Development Plan Checklist.
- Digital version (pdf) of the General Development Plan
- Deed for the property(ies) subject to the application identifying the owners of the property
- Copy of the written metes and bounds for the subject property(ies)
- Accurate plat of the property, no larger than 11x17, scale of 1"=100' or less
- Satisfactory evidence that any delinquent real estate taxes owed to Caroline County have been paid in accordance with Section 15.2-2286 of the Code of Virginia
- Architectural renderings
- Proffered Conditions, if applicable
- Narrative to address the following:
 - Description of the proposed project
 - Impact on character and established pattern of development of the area
 - Impact on adjacent properties, schools, and public utilities
 - Inventory of historic resources
 - Conformance with the Comprehensive Plan
 - Anticipated traffic impacts, both vehicular and pedestrian
 - Previous rezonings, specials exceptions, or variance requests on the property
- Traffic Impact Analysis (TIA) as required by VDOT
- Fiscal impact analysis of the revenues & costs of the development to the County
- Owner's Affidavit for Agent/Applicant to act on behalf of the Owner(s), if applicable.



General Development Plan Checklist

To be completed by the surveyor/engineer & returned with the application

- GDP shall not exceed 30x42 and shall be folded in a size not to exceed 11x17
- Title block denoting type of application, name of the project, tax map(s), and street address(es)
- Name, address, email and phone number for applicant
- Name, address, email, phone, signature and registration number of the plan preparer, and the preparation date of the plan
- Present zoning and principle use of the subject parcel(s) and adjoining parcels
- Property boundaries
- Area of the parcel(s) associated with the application
- Scale and north arrow
- Roads, streets, public rights of way, including widths and names
- Distance to all major intersections within one half mile of the proposed development
- Vicinity map showing the location of the property(ies)
- Any lakes, streams, rivers, wetlands or other bodies of water
- Location and dimensions of access points from the state road, inter-parcel connections, and pedestrian and bicycle pathways
- Historic buildings, sites, and/or cemeteries
- Overlay Districts
- General location, dimensions, height, number of floors and setbacks of all existing and proposed buildings, structures and other improvements
- Estimated vehicle trips per day generated by the proposed use
- Location of water and sewer connections or well & septic fields

- Approximate limits of any 100-year floodplain and Chesapeake Bay Preservation Areas
- Location and functional relationship of all land uses including types, density, and number of units for each phase within the development
- Location of roads, streets and travel ways to provide vehicular traffic circulation, and proposed classifications of streets and right of way requirements
- General location of proposed open space and type of ownership proposed
- Type and general location of all required active recreational areas and the location of passive recreational areas to include trails, lakes and parks
- Proposed phasing and sequence of development for each phase, residential density, approximate type and number of dwelling units, set up for each land bay, and general standards for all commercial or industrial uses
- Topographic information in intervals of no more than two feet
- Approximate limits of clearing and grading proposed for each phase
- General landscaping plan, including buffering and screening
- General location, size and design of all sign(s).
- Approximate location and identification of all significant natural or noteworthy features including, but not limited to, historical, archaeological sites, cemeteries, and existing trees with a trunk diameter greater than six (6) inches dbh.

Surveyor/Engineer Signature: _____ Date: _____



PLANNING & DEVELOPMENT APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

233 WEST BROADDUS AVENUE

BOWLING GREEN, VA 22427

(804) 633-4303

WWW.CO.CAROLINE.VA.US

DATE SUBMITTED: _____

CASE NUMBER: _____

*NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.

1. TYPE OF REQUEST

REZONING: FROM _____ TO _____

PROFFER AMENDMENT _____
(REZONING CASE #)

SPECIAL EXCEPTION: _____
(ORDINANCE SECTION)

SITE PLAN: _____ MAJOR _____ MINOR

VARIANCE: _____

ADMINISTRATIVE APPEAL _____

COMP. PLAN AMENDMENT _____

OTHER _____

SUBDIVISION (MAJOR)

_____ PRELIMINARY _____ FINAL

_____ CONCEPT

SUBDIVISION (OTHER)

_____ MINOR _____ BLA/VACATION

_____ FAMILY

2. PROPERTY INFORMATION

TAX MAP NUMBER _____

CURRENT ZONING _____

ACREAGE OF REQUEST _____

TOTAL ACREAGE _____

PHYSICAL ADDRESS/LOCATION _____

VOTING DISTRICT _____

UTILITIES: _____ PUBLIC _____ PRIVATE _____ EXISTING _____ NEW

3. APPLICANT / OWNER INFORMATION

OWNER OF RECORD:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

APPLICANT:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

AGENT/DEVELOPER/ENGINEER:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

MAIN POINT OF CONTACT:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

4. I/WE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE COUNTY MAY APPROVE, CONDITIONALLY APPROVE, OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

_____ OR _____
 OWNER SIGNATURE AGENT/APPLICANT SIGNATURE

_____ _____
 OWNER'S NAME AGENT/APPLICANT NAME

_____ _____
 DATE DATE

5. FEE SCHEDULE

REZONING	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
PROFFER AMENDMENT	_____	+	(_____ X <u>\$100</u>) = _____	
	BASE FEE		NO. OF REQUESTS \$/REQUEST	TOTAL
SPECIAL EXCEPTION	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MAJOR	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MINOR	<u>\$400</u>	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
COMP PLAN AMENDMENT	_____	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
VARIANCE/ADM. APPEAL	<u>\$600</u>	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
SUBDIVISION: MINOR			<u>\$250 - MINOR</u> <u>\$200 - BLA</u> <u>\$100 - VACATION</u> = _____	
TYPE: _____			<u>\$200 + \$50 PER NEW LOT - FAMILY</u>	TOTAL
SUBDIVISION: MAJOR	_____	+	(_____ X <u>\$50</u>) = _____	
	BASE FEE		NUMBER OF LOTS \$/LOT	TOTAL
CONCEPT PLAN	<u>\$250</u>	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
OTHER	_____	X	_____ = _____	
				TOTAL

CHECK # _____ CASH CHARGE RECEIPT # _____

REVIEW BY / COMMENTS: _____

