



Community Planning and Building Department  
Planning Services Division  
715 Princess Anne Street  
(540) 372-1179  
Email: [planning@fredericksburgva.gov](mailto:planning@fredericksburgva.gov)

## PRE-APPLICATION CONFERENCE APPLICATION

DATE: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

APPLICANT NAME & COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ZONING OF PROPERTY: \_\_\_\_\_ GPIN #: \_\_\_\_\_

PREVIOUS USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

PLEASE DESCRIBE THE PURPOSE FOR ATTENDING THE PRE-APPLICATION CONFERENCE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE PLAN, PLAT, OR TAX MAP ATTACHED

\_\_\_\_\_  
SIGNATURE OF APPLICANT & DATE

DATE RECEIVED: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

If you have questions, please contact Marne Sherman ([mesherman@fredericksburgva.gov](mailto:mesherman@fredericksburgva.gov)) or Cathy Eckles ([caeckles@fredericksburgva.gov](mailto:caeckles@fredericksburgva.gov)) in Planning Services Division at (540) 372-1179.

For Office Use:

CHECK IF APPLICABLE:

- SITE PLAN SUBMITTAL
- SPECIAL USE PERMIT REQUIRED
- REZONING REQUIRED

- PLAT/SUBDIVISION SUBMITTAL
- SPECIAL EXCEPTION REQUIRED
- OTHER

NO FEE REQUIRED

A pre-application conference is a meeting between key City staff and an applicant (or applicant’s representative) for the purposes of discussing a potential development application prior to submittal. The conference is intended to familiarize applicants with the City’s review procedures and City staff with the applicant’s proposal. **Pre-application conferences are mandatory before filing the following types of development applications** (and voluntary for all others):

- Zoning Map amendments (with or without proffers)
- Special use permits
- Special exceptions
- Changes of use (unless exempted by the Zoning Administrator or Certified Building Official)

During the pre-application conference, City staff will explain the relevant development review procedures(s), the associated review schedule, required application fees, application submittal requirements, and any applicable City policies.

Applicants are reminded that the pre-application conference is a preliminary meeting. Comments made during a pre-application conference do not constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal. City staff cannot guarantee all relevant issues will be discussed or that initial staff comments will reflect the ultimate staff recommendation. The more detailed the information brought to the meeting, the more thorough and specific the response from City staff. In general, the amount of detail on a pre-application conference differs by the type of submittal.

<b>Pre-Application Conference SUBMISSION DEADLINE</b>	<b>TRC Pre-Application Conference (2nd Thursday)</b>	<b>Pre-Application Conference SUBMISSION DEADLINE</b>	<b>TRC Pre-Application Conference (4th Thursday)</b>
December 31, 2020	<b>January 14, 2021</b>	January 14, 2021	<b>January 28, 2021</b>
January 28, 2021	<b>February 11, 2021</b>	February 11, 2021	<b>February 25, 2021</b>
February 25, 2021	<b>March 11, 2021</b>	March 11, 2021	<b>March 25, 2021</b>
March 25, 2021	<b>April 8, 2021</b>	April 8, 2021	<b>April 22, 2021</b>
April 29, 2021	<b>May 13, 2021</b>	May 13, 2021	<b>May 27, 2021</b>
May 27, 2021	<b>June 10, 2021</b>	June 10, 2021	<b>June 24, 2021</b>
June 24, 2021	<b>July 8, 2021</b>	July 8, 2021	<b>July 22, 2021</b>
July 29, 2021	<b>August 12, 2021</b>	August 12, 2021	<b>August 26, 2021</b>
August 26, 2021	<b>September 9, 2021</b>	September 9, 2021	<b>September 23, 2021</b>
September 30, 2021	<b>October 14, 2021</b>	October 14, 2021	<b>October 28, 2021</b>
November 4, 2021	<b>November 18, 2021</b>	---	---
November 24, 2021	<b>December 9, 2021</b>	December 2, 2021	<b>December 16, 2021</b>
December 30, 2021	<b>January 13, 2022</b>	January 13, 2022	<b>January 27, 2022</b>
<i>*Dates in italics have been moved to the 3rd Thursday due to a holiday</i>			