City of Fredericksburg, Virginia

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) or Cathy Eckles (caeckles@fredericksburgva.gov) in Planning Services Division at (540) 372-1179.

For Office Use:

CHECK IF APPLICABLE:

☐ SITE PLAN SUBMITTAL   ☐ PLAT/SUBDIVISION SUBMITTAL
☐ SPECIAL USE PERMIT REQUIRED   ☐ SPECIAL EXCEPTION REQUIRED
☐ REZONING 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.

2022 Schedule - Technical Review Committee - Pre-Application Conference			
Pre-Application Conference Submission Deadline	TRC Pre-Application Conference (2nd Thursday)	Pre-Application Conference Submission Deadline	TRC Pre-Application Conference (4th Thursday)
Thursday, December 30, 2021	January 13, 2022	Thursday, January 13, 2022	January 27, 2022
Thursday, January 27, 2022	February 10, 2022	Thursday, February 10, 2022	February 24, 2022
Thursday, February 24, 2022	March 10, 2022	Thursday, March 10, 2022	March 24, 2022
Thursday, March 31, 2022	April 14, 2022	Thursday, April 14, 2022	April 28, 2022
Thursday, April 28, 2022	May 12, 2022	Thursday, May 12, 2022	May 26, 2022
Thursday, May 26, 2022	June 9, 2022	Thursday, June 09, 2022	June 23, 2022
Thursday, June 30, 2022	July 14, 2022	Thursday, July 14, 2022	July 28, 2022
Thursday, July 28, 2022	August 11, 2022	Thursday, August 11, 2022	August 25, 2022
Thursday, August 25, 2022	September 8, 2022	Thursday, September 08, 2022	September 22, 2022
Thursday, September 29, 2022	October 13, 2022	Thursday, October 13, 2022	October 27, 2022
Thursday, October 27, 2022	November 10, 2022	*Thursday, November 3, 2022*	*November 17, 2022*
Monday, November 21, 2022	December 8, 2022	*Thursday, December 1, 2022*	*December 15, 2022*
Thursday, December 29, 2022	January 12, 2023	Thursday, January 12, 2023	January 26, 2023
Dates in italics have been adjusted due to a holiday.			