



**CITY OF FREDERICKSBURG, VIRGINIA  
COMMUNITY PLANNING & BUILDING DEPARTMENT  
APPLICATION FOR ZONING MAP AMENDMENT  
OR PROFFER AMENDMENT**

***Prior to submitting an application for Zoning Map Amendment, please contact the Development Administrator (540)372-1179 to schedule a meeting with the Technical Review Committee.***

An Amendment to the City's official zoning map, or rezoning, may be initiated to provide for a different use of the property than is allowed by the City's Zoning Map. A rezoning can only be approved by the City Council, with a recommendation from the Planning Commission

**APPLICATION REQUIREMENTS**

Rezoning applications are filed with the office of the Zoning Administrator (540)372-1179. The processing time for a rezoning application is approximately 3-6 months. ***Applications must include the original application, with original signatures, the application fee (\$750 + \$150 per acre for less than two (2) acres; or \$1,500 + \$150 per acre for more than two (2) acres).*** *One complete copy of the application and supporting documentation must be uploaded to the City's FTP website. This must be accomplished in order for the application to be deemed complete. Please see the attached instructions on how to upload the application to the City's FTP website. In addition, 2 paper copies of the application and Generalized Development Plan must be submitted and contain ALL the information listed and attached to this application.*

**The complete list of application requirements is contained in the UDO Procedures Manual and attached to this application for your convenience.**

***After the application is deemed complete and the review comments have been provided (if applicable), additional hard copies will be required prior to the Public Hearing.***

**Please be aware that you will not be contacted prior to the Planning Commission meeting unless the staff has questions concerning the application. A copy of the staff report will be e-mailed to the applicant if address is provided. Staff reports will be available the Friday prior to the Planning Commission meeting.**

**PLANNING COMMISSION AND CITY COUNCIL ACTION**

The Planning Commission will provide public notice and hold a public hearing concerning a Special Use before making a recommendation. Upon a recommendation by the Planning Commission, the City Council will render a final decision on all applications within sixty (60) days after the Planning Commission has acted upon it.

**REZONING/APPEAL**

An applicant whose request has been denied may not institute a new application on substantially the same project within a period of not less than 12 months from the date of action on the original application.

Appeals of City Council Action on rezoning applications may be filed with the Clerk of the Circuit Court. Such appeals must be filed within 30 days of City Council action.



Application #: \_\_\_\_\_

Date: \_\_\_\_\_

Fee/Check#: \_\_\_\_\_

*\$750 + \$150 per acre for less than two (2) acres; or  
\$1,500 + \$150 per acre for more than two (2) acres*

***PROFFER AMENDMENT – 100% of Zoning Map Amendment Fee***

## APPLICATION ZONING MAP AMENDMENT (REZONING)

APPLICANT NAME: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

INTEREST IN PROPERTY: \_\_\_\_\_

**If the Applicant is not the Owner, indicate the nature of Applicant's authority to apply and attach appropriate documentation of Owner's consent.**

NAME OF PROPERTY OWNER  
(if different from applicant): \_\_\_\_\_

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

TELEPHONE #: \_\_\_\_\_ E-MAIL \_\_\_\_\_

THE PROPERTY IN QUESTION IS DESCRIBED AS FOLLOWS:

STREET ADDRESS: \_\_\_\_\_

GPIN#: \_\_\_\_\_

TOTAL AREA OF PROPERTY (ACREAGE OR SQUARE FOOTAGE) \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

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

Zoning Map Amendment  
(Application Continued)

I (we), the applicant(s) petition the Planning Commission and the City Council of Fredericksburg, Virginia to amend the Zoning Map of the City of Fredericksburg, Virginia by reclassifying the property described above from the \_\_\_\_\_ Zoning District to the \_\_\_\_\_ Zoning District.

Has any previous application or appeal been filed in connection with this property? \_\_Yes \_\_No

If yes, what type of application \_\_\_\_\_ Date: \_\_\_\_\_

*I do hereby make oath or affirmation that to the best of my knowledge, the foregoing information contained in this application is true and that no member of the City Council of Fredericksburg, Virginia has any interest in the land to be rezoned or has any interest in the outcome of the decision.*

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT NAME OF APPLICANT** \_\_\_\_\_

The above oath or affirmation was signed before me and witnessed by me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the County / City of \_\_\_\_\_ in the state of Virginia.

Notary Signature \_\_\_\_\_

Notary Registration # \_\_\_\_\_ Commission Expires \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT NAME OF OWNER** \_\_\_\_\_

The above oath or affirmation was signed before me and witnessed by me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the County / City of \_\_\_\_\_ in the state of Virginia.

Notary Signature \_\_\_\_\_

Notary Registration # \_\_\_\_\_ Commission expires \_\_\_\_\_

**OWNERSHIP**

**Applicant is (Circle One):**

Property Owner      Agent of Owner      Lessee      Property Purchaser      Other

**If 'Other', describe:** \_\_\_\_\_

**Source of Property Title / Instrument #:**

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

**If Property is owned by a Limited Liability Corporation (LLC):**

1. Attach a "Certificate of Fact of Existence" from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the LLC (add additional sheets if needed):

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

**OR**

**If Property is owned by a Corporation (Inc.):**

1. Attach a "Certificate of Good Standing" from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the corporation (add additional sheets if needed):

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

## **PUBLIC NOTIFICATION REQUIREMENTS**

**Written Notice:** Written notice of an application initiated by a property owner or contract purchaser shall be provided to adjacent property owners by certified return receipt mail by the applicant **at least 14 days prior** to the hearing (not counting the date of the hearing) and **not more than 21 days prior to the public hearing**. Applicants may use the notice form supplied with the application forms. In the event the application is deferred indefinitely, notification shall be given when the application is rescheduled.

Evidence of the receipt of such notice shall be provided to the Zoning Administrator prior to the public hearing. In the case of a condominium or a cooperative, the written notice may be mailed to the unit owners' association or proprietary lessees' association, respectively, in lieu of each individual unit owner.

**The following notice documents must be submitted to the office of the Zoning Administrator at least 5 days prior to the public hearing:**

1. a copy of the notice letter sent
2. a list of the names and addresses of those persons to whom notice was sent
3. a copy of the post office receipts for the certified or return receipt mail
4. "Certification of Notice" form found at the back of this application

**Posted Notice:** The applicant shall post a sign provided by the Zoning Administrator on each parcel of land involved in an application for zoning map amendment (when 25 or fewer parcels are affected), **Posted notice shall be erected at least five days before the Planning Commission public hearing and before the City Council public hearing.**

**Failure to send accurate or correct notices will result in deferral of the application to a later hearing date.** Property ownership information is to be obtained from the City Real Estate Office, Room 107, City Hall, 715 Princess Anne Street or online at [www.Fredericksburgva.gov](http://www.Fredericksburgva.gov)

**APPLICANT to mail this notice by certified return receipt mail to adjoining and abutting property owners between 15 and 5 days prior to the scheduled hearing.**

Dear Property Owner:

You are hereby notified of the following public hearing to be held by the City of Fredericksburg Planning Commission on the issues described below.

**PUBLIC MEETING DATE:** \_\_\_\_\_

**AT  
7:30 PM, CITY HALL  
715 PRINCESS ANNE STREET  
COUNCIL CHAMBERS (LOWER LEVEL)  
FREDERICKSBURG, VA 22401**

**ISSUE  
DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**PROPERTY  
ADDRESS:** \_\_\_\_\_

**GPIN NUMBER:** \_\_\_\_\_

**As a citizen and party of interest, you are invited to attend the meeting and express your views concerning the above issue. If you have questions regarding the request, you can reach me at \_\_\_\_\_.**

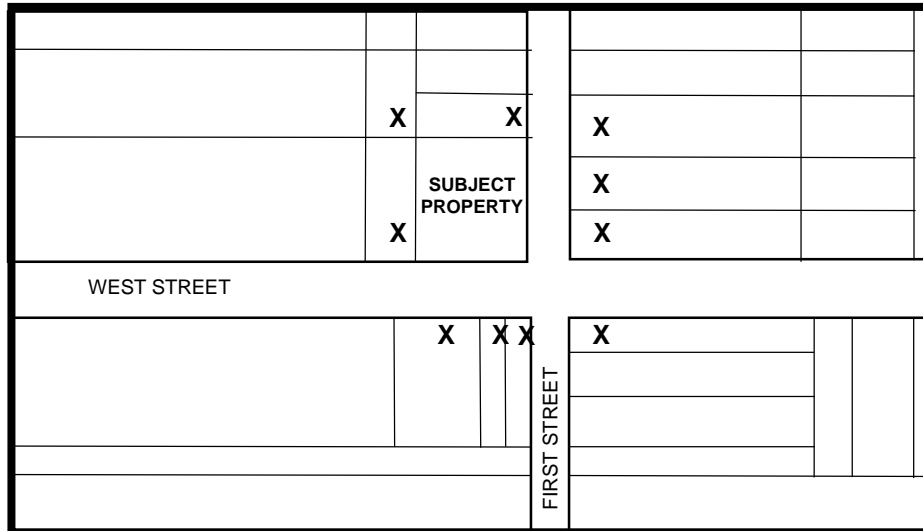
**Sincerely,**

\_\_\_\_\_  
**Applicant signature**

\_\_\_\_\_  
**Applicant printed name**

**EXAMPLE DIAGRAM OF ADJOINING PROPERTY OWNERS**

**X = Property owners to be notified**



**PROPERTY OWNERS LIST**

\_\_\_\_\_

\_\_\_\_\_

**SUBJECT ADDRESS**

**GPIN #**

Adjoining property owner names and addresses can be obtained by visiting the City website at [www.fredericksburgva.gov](http://www.fredericksburgva.gov) and following the link to GIS, or by visiting the Office of Real Estate at City Hall, 715 Princess Anne Street, Room 107.

**Adjoining Property Owner’s Name and Mailing Address**

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
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<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
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<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
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<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		



<b>Property Address</b>		<b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

**ATTACH ADDITIONAL SHEETS IF NECESSARY**

**NOTE: Applicant to return all notice documents at least five days or prior to the public hearing to: Office of the Zoning Administrator, 715 Princess Anne Street, Fredericksburg, VA 22401**



Rezoning # \_\_\_\_\_  
Special Use/Exception # \_\_\_\_\_

### CERTIFICATION OF NOTICE

**TO:           Zoning Administrator**  
**715 Princess Anne Street**  
**Fredericksburg, VA  22401**

**At least five days or prior to the public hearing, the applicant shall supply the Zoning Administrator with the following notice documents:**

- 1. A copy of the notice sent**
- 2. A list of the names of those persons to whom notice has been given**
- 3. Copies of the post office receipts for certified or registered mail.**
- 4. A certification statement that notice has been sent by certified or registered mail to those to whom notice is required to be given.**

**The applicant shall use the records and maps maintained in the City’s office of real estate or GIS to determine the proper recipients of notice and reliance upon such records shall constitute compliance with the requirements of the UDO.**

**The undersigned hereby certifies that the notice to adjoining property owners (copy attached), as required, was sent to the attached list of property owners concerning the following issue on (DATE)\_\_\_\_\_.**

**PROPERTY**  
**ADDRESS:** \_\_\_\_\_  
**ISSUE**  
**DESCRIPTION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Date**

**NOTE: Applicant to return all notice documents at least five days or prior to the public hearing to: Office of the Zoning Administrator, 715 Princess Anne Street, Fredericksburg, VA 22401**

# SIGN POSTING PROCEDURES

## Instructions

It is the applicant's responsibility to ensure that the sign(s) remain on the project site for the required time and are maintained in good/legible condition until after the public hearing date.

## Site Posting Procedure

Sign(s) shall be posted at least five (5) business days before the public hearing/meeting. The applicant shall complete a notarized affidavit stating the sign(s) shall be posted in accordance with these procedures. Within three (3) days of posting the sign the applicant shall provide a photograph of the posted sign to the Community Planning and Building Department. **Failure to submit a notarized affidavit and/or photograph of the posted sign may result in the removal of the application from the scheduled meeting agenda.**

Information required on the sign(s) shall be completed by a member of the planning staff and provided to the applicant for posting. Signs shall be removed within three (3) days of the public hearing/meeting. Sign(s) should **not** be returned to the Community Planning & Building Department.

A minimum of one sign shall be placed along any adjacent arterial street. Signs should be posted every 600 feet when a street frontage adjacent to a project exceeds that distance. Sign(s) shall be placed parallel to the roadway.

Sign(s) shall be placed on the property in the most visible location available in such a manner that landscaping or other obstructions do not impair the visibility of the sign(s) from the street. The sign(s) shall not be placed on the public street right-of-way. The sign(s) should not be placed more than 10 feet behind the property line adjacent to the street.

The Community Planning and Building Department may vary any of the above guidelines where there are special circumstances in order to ensure that the sign(s) will be visible to the general public.

**The undersigned acknowledges that he/she has read this procedure and understands how and where to post the required sign(s).**

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**Applicant Signature**

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**Date**



Rezoning # \_\_\_\_\_  
Special Use/Exception# \_\_\_\_\_

## SIGN POSTING AFFIDAVIT

\_\_\_\_\_, being duly sworn, deposes and says as follows:  
(Name of Affiant)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, public hearing/notice sign(s), as supplied by the Office of the Zoning Administrator, Community Planning and Building Department, shall be posted in accordance with City sign posting procedures as stated on the reverse of this affidavit, on the property that is the subject of this application. The sign(s) shall be maintained in good condition on said property until after the public hearing/meeting.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

\_\_\_\_ Planning Commission meeting

\_\_\_\_ City Council meeting

**Commonwealth of Virginia**  
**City of Fredericksburg**

I, \_\_\_\_\_, a Notary Public in and for the State and City aforesaid, do hereby certify that \_\_\_\_\_ appeared before me and acknowledged the same.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature \_\_\_\_\_

Notary Registration # \_\_\_\_\_

Commission expires \_\_\_\_\_

**Checklist for Zoning Map Amendment Application**

<b>A. General Information</b>		
1	Application, fee, and background materials loaded to the City’s FTP website.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	<p>A notarized affidavit, signed by the applicant and containing the following:</p> <ul style="list-style-type: none"> <li>a. A listing of the names and addresses of all applicants, title owners, contract purchasers, and lessees of the land described in the application, and, if any of such persons is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors and other agents who have acted or will act on behalf of any of such persons with respect to the application. If any of the applicants, title owners, contract purchasers, or beneficiaries is a corporation, then the application shall also contain a listing of all shareholders who own ten percent or more of any class of stock issued by the corporation and, where such corporation has ten or less shareholders, a listing of all shareholders. The application shall also contain a listing of all partners, both general and limited, in any partnership with an ownership interest in the property.</li> <li>b. A statement indicating whether or not any member of the City Council or the Planning Commission or any member of their immediate household or family owns or has any financial interest in such property or has any financial interest in the outcome of the decision.</li> </ul>	
4	For any application filed by an agent, contract purchaser or lessee of the property, a written statement signed by each title owner confirming the applicant’s status as the owner’s agent or contract purchaser, and indicating his endorsement of the application.	
5	<p>A certified plat of the property to be zoned sealed by a professional surveyor, engineer, and/or architect shall include:</p> <ul style="list-style-type: none"> <li>a. The metes and bounds of all boundary lines of the subject property, and the bearings and distances of each zoning district crossing or adjacent the property.</li> <li>b. The total area of the property, presented in either square feet or acres.</li> <li>c. A scale and north arrow.</li> <li>d. The location of all existing buildings, structures, and easements of record.</li> <li>e. The names and route numbers of all boundary roads or streets and the width of existing rights-of-way.</li> <li>f. The signature and seal of the person preparing the plat.</li> </ul>	

	<p>g. The location, names, zoning district, and GPIN references of adjacent property owners.</p>	
<p>6</p>	<p>A General Development Plan providing the following items, unless waived (in whole or in part) by the Administrator:</p> <ul style="list-style-type: none"> <li>a. A general narrative of planning objectives to be achieved.</li> <li>b. A schematic land use plan, at a scale of not less than one inch to 100 feet showing: proposed uses, structures, site improvements, facilities, parking and loading access points, utilities, lot layout, setback, height, lot coverage, floor area ratios, density, open space, landscaping, buffer areas and building restriction lines.</li> <li>c. An environmental analysis of the proposed site, including a graphic inventory and any proposed preservation of 100-year floodplain/floodway areas, slopes in excess of 25 percent, unbuildable soils, existing tree cover, topography at a maximum contour interval of 5 feet, cemeteries, watercourses, unique natural features, and all known historic sites and resources, as identified by the Virginia Department of Historic Resources and the Fredericksburg Planning Office.</li> <li>d. For sites located wholly or in part within the Chesapeake Bay Preservation Overlay District, an environmental site assessment prepared in accordance with UDO Section 72-34.5, and other relevant information requested by the Administrator.</li> <li>e. If applicable, a phasing plan delineating the proposed phases of the development, the approximate commencement date for construction and a proposed build-out timeframe.</li> <li>f. A transportation analysis which includes a circulation plan, including location of existing and proposed vehicular, pedestrian, bicycle and other circulation facilities; general information on the circulation facilities, including trip generation, ownership and maintenance; and proposed construction standards location and general design of parking and loading facilities. A full Traffic Impact Analysis may be required by the Administrator.</li> <li>g. A public facilities assessment plan presenting the potential impact the proposed rezoning could have, at the maximum density of development allowed in the proposed zoning district (i.e., build-out), on the following public facilities: <ul style="list-style-type: none"> <li>(1) Water treatment storage and transmission facilities.</li> <li>(2) Sewage transmission and treatment facilities.</li> <li>(3) Streets and other public transportation systems.</li> <li>(4) Storm sewerage and drainage, including stormwater management facilities, both on-site and off-site.</li> <li>(5) Public schools, libraries and other educational institutions.</li> <li>Public parks and recreational facilities.</li> </ul> </li> <li>h. A statement certifying that the use and development of the property, and all improvements thereon, are subject to the final General Development</li> </ul>	

	<p>Plan as well as to the generally applicable regulations set forth in UDO Section 72-33.</p> <p>i. Other pertinent information as requested by the Administrator.</p>	
7	In addition to the information listed in 5 above, a General Development Plan for a planned development zoning district which involves ten or more lots for a Zoning Map Amendment shall meet the requirements set forth in the Procedures Manual for a Preliminary Plat.	
8	<p>A written statement that addresses the following:</p> <ul style="list-style-type: none"> <li>a. The proposed use including, but not limited to, ownership, hours of operation, proposed number of employees, operator’s qualification.</li> <li>b. How the request is consistent with the City’s Comprehensive Plan (Cite specific section and page number).</li> <li>c. How the request is consistent with the goals, purposes, and standards of the City’s UDO.</li> <li>d. Description of the development’s impact on adjacent and neighboring properties.</li> <li>e. How the request is consistent with the principles of zoning and good zoning practice, including the purposes of the zoning district, the characteristics of the property involved, and whether there are adverse impacts of the proposed use.</li> </ul>	
9	For conditional zoning applications, a written proffer statement signed by the owner(s) and applicant.	
10	A list of all adjacent property owners, including those located across the street, to include the names, Geographic Parcel Identification Numbers, and mailing addresses.	
11	The Administrator may request additional information applicable to the specific nature of a given structure or use, as deemed necessary to fully evaluate the request.	