

REZONING APPLICATION PACKAGE



PAGE COUNTY, VIRGINIA

Planning and Community Development Department

103 South Court Street, Suite B

Luray, VA 22835

Phone: (540) 743-1324

Fax: (540) 743-1419

www.pagecounty.virginia.gov

**COUNTY OF PAGE
REZONING APPLICATION INSTRUCTIONS**

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible.

Please attach the following in support of this application:

1. A copy of the deed to the property (may be obtained from the Circuit Court of Page County). Also, a copy of the paid real estate tax receipt for the parcel (may be obtained from the Page County Treasurer's Office).
2. You must have the last page of this application completed by all applicable agencies prior to submitting the application to the Planning and Community Development Office. An application will not be considered complete without all agency comments.
3. A copy of a survey plat (if one is available) by a registered land surveyor (licensed in Virginia) or a hand drawn sketch of the property. On this plat or sketch, draw all existing buildings and the proposed structure(s) including measurements to property lines. You must also include any parking spaces, proposed signs, and lighting description.
4. All applications submitted for special use permits shall show the nature and extent of the proposed use and development. If the proposed development is to be constructed in phases, all phases shall be shown at the time of the original application. The applicant shall have the responsibility to show that the proposal meets all of the applicable specific and general standards for the use.
5. A vicinity map showing land use surrounding the property within five hundred (500) feet, existing zoning of the tract and abutting lots, an indication of the availability of water and sewer facilities, and principle highway access to the property.
6. If you have any questions, please call the Page County Planning and Community Development Office at (540) 743-1324, 8 a.m. to 4 p.m., Monday through Friday.

ADDITIONAL INFORMATION MAY BE REQUIRED IF OUR DEPARTMENT DETERMINES IT NECESSARY TO ENSURE CONFORMANCE WITH AND TO PROVIDE ENFORCEMENT OF THE ORDINANCE.

REZONING FEES

The fee for a rezoning application is as follows:

\$1,000.00 plus \$50.00 per acre; parts of an acre will be rounded up
(Fee is per parcel unless parcels are contiguous)

This fee is due upon submittal of the completed application and is non-refundable. Please make check payable to the County of Page.

PUBLIC HEARING SIGN

There is also a \$50.00 refundable deposit for a public hearing sign. Upon submittal of your application, a public hearing sign will be provided to you. The sign is to be posted on the land that is to be rezoned so that it is visible from adjoining roads and properties. It must be posted at least 14 days prior to each public hearing and maintained so as to be visible from adjoining roads and properties until after the public hearings. Failure to post the sign will result in your application being tabled. The sign is to be returned after the Board of Supervisors act on the application.

REVIEW PROCESS

Your rezoning application will most likely be reviewed at a Planning Commission work session and later entertained at a Planning Commission public hearing. The Planning Commission will submit a recommendation to the Page County Board of Supervisors usually at the public hearing. The application will then be forwarded to the Board of Supervisors for review and later entertained at the Board of Supervisors public hearing for decision.

Proffer Statements

The Page County Code allows applicants for rezoning to offer conditions (proffers) to be placed on the land as a part of the rezoning application. If accepted by the Board of Supervisors, such proffers will become regulations applying to the land rezoned in addition to normal zoning regulations. The existence of such conditions will be notated on the zoning map and will apply to the land, regardless of changes in ownership, unless or until the conditions are changed through a subsequent ordinance amendment process.

The proffers must address needs resulting from the rezoning. In determining what types of proffers to offer, the applicant should consider the possible impacts. The applicant should also consider policies in the Page County Comprehensive Plan. The Page County Zoning Ordinance discusses proffers and lists some of the types of proffers that might be offered (Section 125-68). These can include:

- Various limitations on the use of the land
- Off site and on site facilities and improvements
- Site layout or plan features
- Dedication of land or cash contributions for facilities identified in the Capital Improvement Plan (CIP) or Road Improvement Plan which would be impacted by the proposed rezoning

Proffer statements must identify the facilities for which contributions and dedications are to be made. A detailed description of the methodology used to determine which contributions and dedications will be made should be clearly specified by the applicant.

The applicant may choose to proffer a generalized development plan. An example where an applicant may want to proffer a generalized development plan is when there may be certain site design issues the applicant wants to address that can be conveyed better graphically than in writing.

Proffers shall be submitted as a part of the initial application package. A final, signed and notarized version of the proffer statement must be received prior to the staff's mailing of the Planning Commission agenda for the meeting that the rezoning application will be heard.

All proffer statements must be submitted to the County Attorney for review. ***No application package containing proffers will be considered completed unless the proffers have been reviewed by the County Attorney and the appropriate review agencies.***

Proffer statements should clearly state the name of the owner and applicant. Each condition proffered should be numbered, separately listed, and clearly stated. Only conditions that are clearly enforceable and not already required by local, State or Federal regulations should be proffered. If accepted, the requirements in the proffers shall constitute amendments to the Page County Code applying to the land rezoned.

Proffer Revisions

Significant changes to submitted proffers must be reviewed by relevant agencies. Such reviews must be received before proffer revisions are submitted to the Planning Commission. No significant changes to proffers will be considered by the Planning Commission once the original advertisement for the proposed rezoning has been published. Significant changes to proffers after the original advertisement may require re-advertisement for the proposed rezoning.

**COUNTY OF PAGE
REZONING APPLICATION**

FOR OFFICE USE ONLY:

DATE RECEIVED: _____	DENSITY RANGE: _____
AMOUNT PAID: _____	RECEIPT #: _____
ZONING AMENDMENT #: _____	

1. The applicant is the owner _____ other _____ (Check one)

 2. OWNER/MAILING ADDRESS: _____ OCCUPANT (If other than owner) _____
Name: _____ Name: _____
Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

 3. Site Address: _____

 4. Directions to property:

 5. Property size: _____

 6. Tax Map Number: _____
Magisterial District: _____

 7. It is desired and requested that the property be rezoned from _____
to _____.

 8. It is proposed that the property will be put to the following use: _____

 9. It is proposed that the following buildings will be constructed: _____

- Applicants' additional comments, if any: _____

I (we), the undersigned, do hereby certify that the above information is correct and true. I (we) further understand that in granting approval of this application, the Board of Supervisors may require that I (we) comply with certain conditions and that such approval shall not be considered valid until these conditions are met. *Please refer to the attached "Power of Attorney" form for those applicants that desire to have a spokesperson, who is not the property owner, represent the application and property.*

Signature of Owner: _____

Signature of Applicant: _____

COMMENTS BY PLANNING AND COMMUNITY DEVELOPMENT OFFICE:

ZONING ADMINISTRATOR

DATE

Submit names and complete mailing addresses of all adjoining property owners, including property owners across any road or right-of-way (continue on separate sheet if needed).

Note: Names and address of property owners may be found in the Real Estate and Land Use Office at the Commissioner of Revenue's Office.

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADJOINING PROPERTY OWNER VERIFICATION:

AS APPLICANT FOR THIS REZONING REQUEST, I _____
HEREBY ACKNOWLEDGE THAT I HAVE FAITHFULLY AND CORRECTLY PROVIDED
NAMES AND COMPLETE MAILING ADDRESSES OF ALL MY ADJOINING PROPERTY
OWNERS AND THOSE DIRECTLY ACROSS THE ROAD OR RIGHT-OF-WAY. I
UNDERSTAND THAT FAILURE TO PROVIDE ALL ADJOINING PROPERTY OWNERS WILL
LEAVE ME LIABLE FOR ADDITIONAL COSTS FOR RE-ADVERTISEMENT AND NOTICES
MAILED AND THAT MY REQUEST COULD BE DELAYED UNTIL PROPER NOTIFICATION
HAS BEEN GIVEN TO ALL ADJOINING PROPERTY OWNERS AND THOSE PROPERTY
OWNERS ACROSS THE ROAD OR RIGHT-OF-WAY.

DATE

SIGNATURE OF APPLICANT

PLEASE HAVE THE FOLLOWING AGENCIES ENTER THEIR COMMENTS BELOW **BEFORE** SUBMITTING THIS APPLICATION TO THE PLANNING DEPARTMENT.

VIRGINIA DEPARTMENT OF TRANSPORTATION- HARRISONBURG RESIDENCY
3536 NORTH VALLEY PIKE
HARRISONBURG, VIRGINIA 22802
(540) 434-2587

DATE

VDOT OFFICIAL

PAGE COUNTY HEALTH DEPARTMENT
75 COURT LANE
LURAY, VIRGINIA 22835
(540) 743-6528

DATE

HEALTH OFFICIAL

PAGE COUNTY BUILDING OFFICIAL
103 SOUTH COURT STREET, SUITE B
LURAY, VIRGINIA 22835
(540) 743-6674

DATE

BUILDING OFFICIAL

SUBDIVISION PROPERTY OWNERS ASSOCIATION

DATE

PRESIDENT OR SECRETARY

**Special Limited Power of Attorney
County of Page, Virginia**

Page County Planning and Community Development (540) 743-1324

Know All Men By Those Present: That I (We)

(Name) _____ (Phone) _____

(Address) _____

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Page, Virginia, by

Instrument No. _____ on Page _____ and is described as

Parcel: _____ Lot: _____ Block: _____ Section: _____ Subdivision: _____

(Name) _____ (Phone) _____

(Address) _____

To act as my true and lawful attorney-in-fact for and in my (our) name, place, and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- _____ **Rezoning**
- _____ **Special Use Permit**
- _____ **Variance or Appeal**
- _____ **Subdivision Waiver**

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

_____ This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified. I witness thereof, I (we) have hereto set my (our) hand and seal this _____ day of _____, 20____,

Signature(s) _____

State of Virginia, City/County of _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____, 20____,

_____ My Commission Expires: _____
Notary Public