

PLANNING & DEVELOPMENT APPLICATION

REVISED 3-1-2007



DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT
233 WEST BROADDUS AVENUE
PO BOX 424
BOWLING GREEN, VA 22427
(804) 633-4303
(804) 633-1766
WWW.VISITCAROLINE.COM

OFFICIALLY SUBMITTED	
DATE: _____	INITIALS _____

CASE # _____

REZONING
FROM: _____ TO: _____
 PROFFER AMENDMENT

USE PERMIT (SE, CUP, SUP)
FOR: _____

ZONING TEXT AMENDMENT
 COMPREHENSIVE PLAN AMENDMENT
 SITE PLAN
 MAJOR MINOR

<p>I. APPLICANT: Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____</p>	<p>II. PRIMARY CONTACT INFORMATION: Contact Name: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p>III. CURRENT OWNER (provide attachment if multiple owners): Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____</p>	<p>IV. ENGINEER/SURVEYOR: Company/Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Print Name: _____ E-Mail: _____</p>

V. PROPERTY INFORMATION:							
Tax Map/Parcel No.		Project Name					
Total Acreage		Existing Zoning					
Acreage of Request		Road Frontage					
Physical Address/Location							
Existing Land Use(s)		Voting District					
Existing Structure(s)		Proposed Utilities					
Subdivision Name:		Block		Section		Lot	

●IF THIS IS A SITE PLAN APPLICATION GO TO SECTION VII (7), ON PAGE 4 OF THIS APPLICATION●

VI. GENERALIZED DEVELOPMENT PLAN:

You will need to submit twenty-one (21) copies of the Generalized Development Plan (GDP) with this application. The following elements need to be shown on your generalized development plan;

A rezoning/use permit application for a parcel of land intended for non-residential use which is less than five (5) acres in size and/or or proposes to create two (2) or fewer residential lots shall have to provide a General Development Plan (GDP) and items 2 through 4 along with this application.

1. The GDP shall contain:
 - (a) A copy of an accurate plat of the property (no larger than 11 by 17 inches) prepared by a certified land surveyor, which shall show:
 - (b) Bearings and distances of a scale of 1" = 100' or less for all property lines and existing and proposed zoning district lines;
 - (c) Area of land proposed for consideration, in square feet or acres;
 - (d) Scale and north point;
 - (e) Names of boundary roads or streets and widths of existing rights of way;
 - (f) The area and acreage of each requested rezoning outlined in red.
 - (g) Vicinity map at a scale of one inch equals two thousand feet (1" = 2000') or other appropriate size for a maximum plat of no more than 11 by 17 inches.
2. One (1) copy of the latest deed for the property which is the subject parcel of the application. This deed shall identify the fee simple owner(s) of the subject parcel.
3. One (1) copy of a written metes and bounds description of property which is the subject of the application, which shall conform to the plat information.
4. The applicant shall produce satisfactory evidence that any delinquent real estate taxes owed to the locality which have been properly assessed against the subject property have been paid in accordance with Section 15.2-2286 of the Code of Virginia

In addition to the above requirements, requests for all other rezonings/use permits shall be filed with the Director and the GDP for such an application shall include the following additional items:

1. Twenty-one (21) copies of a **color-keyed** general development plan (GDP), which shall contain one or more sheets not to exceed 30" X 42" inches in size and folded to a size not to exceed 11" X 17". The GDP shall show;
 - (a) A title block denoting the type of application, name of project, tax map reference and street address
 - (b) The name, address, email, and telephone and fax number of the applicant
 - (c) The name, address, email, telephone and fax number, signature and registration number of the plan preparer, and the preparation date of the plan
 - (d) Vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000')
 - (e) The identification of and approximate distance to all major intersections within one-half mile of the proposed development
 - (f) The present zoning and principle use of subject parcel and all adjoining parcels
 - (g) The boundaries of any lakes, rivers, and/or streams
 - (h) The location and dimensions of all access points from the state road and inter-parcel connections and on-site pedestrian walkways or bicycle paths and connections to adjacent property
 - (i) Any known historic buildings, sites, and/or cemetery(s)
 - (j) The boundaries of any overlay districts
 - (k) The general locations, dimensions, height, number of floors, and setbacks of all existing and proposed buildings, structures and other improvements

- (l) The general location, size, and design of all sign(s)
 - (m) The estimated daily vehicular trips generated by the proposed use
 - (n) If public water and sewer are to be used, the location of water and sewer mains along with proposed points of connection
 - (o) If private wells and septic systems are to be used, the location of the well and septic field along with the required reserve area are to be shown
 - (p) The approximate limits of any 100-year floodplains, wetlands and Chesapeake Bay Preservation Areas
 - (q) The location and functional relationship of all land uses including the types, density, and number of units for each phase within the development
 - (r) The location of roads, streets and travel ways to provide vehicular traffic circulation, and proposed classification of streets and right-of-way requirements
 - (s) The general location of proposed open space and the type of ownership proposed
 - (t) The type and general location of all required active recreational areas and the location of passive recreational areas to include trails, lakes and parks
 - (u) The proposed phasing and sequence of the development plan for each phase, the residential density, approximate type and number of dwelling units, the percentage of each land-bay to be occupied by structures and the types, floor area ratio and the general design standards for all commercial or industrial uses.
 - (v) Topographic information with maximum contour intervals of two (2) feet at a scale to be approved by the Director
 - (w) The approximate limits of clearing and grading for each separate tract or development sub area
 - (x) A general landscaping plan including plans for landscaping, buffering and screening from adjacent properties if there are use or visual conflicts
 - (y) The approximate locations 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.
2. A copy of architectural renderings and/or exterior elevations.
 3. The applicant must demonstrate that the rezoning request promotes the public health, safety, convenience and general welfare of the citizens of Caroline County in accordance with Sections 15.2-2200 and 2283 (Code of Virginia, 1950, as amended), and the goals and objectives and action strategies of the adopted Comprehensive Plan of Caroline County. Such demonstration shall be accomplished by providing a narrative which addresses each of these issues.
 4. Where an application contains conditions proffered in accordance with Section 15.2-2298 of the Code of Virginia, the application shall contain the conditions and be in a form acceptable to the County Attorney. Staff can provide a template if requested.
 5. The Director may waive or modify the requirements above based upon the complexity, intensity, scope and/or impact of a proposed rezoning.
 6. A filing fee, in the amount established by the Board of Supervisors by separate ordinance.

In addition to the submission requirements above, the Director may require all or part of the following information to be provided by the applicant, based upon size, intensity, scope and impact of a proposed rezoning.

1. An inventory of historic resources on the property and a written narrative describing how the resources will be affected or protected.
2. A traffic study that identifies on-site traffic generation and distribution and off-site impacts. At a minimum, the study shall indicate projected automobile and truck traffic generation; percent of vehicular traffic by type; internal and access point turning movements; general alignments of internal roads; rights-of-way widths and roadway typical sections; recommended improvements to the existing transportation network; percentage estimate of traffic distribution to and from the site and external roads. The phasing of improvements shall be indicated in the study. All improvements shall be designed and constructed to provide a level of service C for 10 years from the end of the build out of the project. The current edition of the Trip Generation Manual published by the Institute of Transportation Engineers shall be used.
3. A fiscal impact analysis of the revenues and costs of the development to the County.
4. Any other materials deemed necessary by the Department of Planning & Community Development, the Planning Commission or Board of Supervisors for the review of the application.

VII. FEE CALCULATION SCHEDULE (To be Completed by Staff)

Rezoning:	(Base Fee)	(Acreage)	X	(\$/Acre)	=	
Zoning Text Amendment:	(Base Fee)					
Proffer Amendment:	(Base Fee)					
Use Permits (SE, SUP, CUP):	(Base Fee)	+ ((Acreage)	X	((\$/Acre)
Site Plan <input type="checkbox"/> Major <input type="checkbox"/> Minor	(Base Fee)	+ ((Acreage)	X	((\$/Acres)
						(Total Fees Due)

Reviewed by: _____ Comments: _____

VIII. 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 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. If the application requires a County consultant to review the project I agree to reimburse the County all costs associated with such a review. If the owner is different from the applicant, the owner's signature authorizes the applicant to act on his behalf under a limited power of attorney as it relates to this application.

Signature of Owner

Signature of Agent/Applicant

Owner's Name

Agent/Applicant's Name

Date

Date

Note: An application shall not be officially filed until all required plans, plats, fees and support materials are filed with the Director of Planning and Community Development.