



## **MANDATORY PREAPPLICATION MEETING PROCESS FOR REZONING, CONDITIONAL USE PERMITS AND SPECIAL EXCEPTIONS**

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### Preapplication meeting process and guiding principles

The preapplication meeting process is intended to guide applicants through the submittal and review process. Per Administrative Policy Number 740, a preapplication meeting is required with each prospective applicant prior to the submittal of a Rezoning (RZ), Conditional Use Permit (CUP), or Special Exception (SE) application. Subsequent to a preapplication meeting, an applicant may be advised to attend a [site plan committee meeting](#) to obtain additional information about what may be required from other departments and agencies.

A mandatory preapplication meeting is intended to manage applicants' expectations about the application process as well as provide for an application that is in the most complete form possible, by having staff assisting the applicant to consider all aspects of the zoning request prior to application submittal.

When a meeting is held to discuss more general concepts and options for development, and the specific scope of the project is not yet known, then the meeting will likely be considered an "inquiry" and not a preapplication meeting.

### Preapplication meeting purposes are to:

- Provide the applicant and County staff with a common understanding of the proposed project;
- Inform the applicant about the proposed project's consistency with the Comprehensive Plan, other relevant policies, and County regulations;
- Broadly identify the planning, zoning and other issues raised by the application that the applicant will need to address in the application submittal;
- Inform the applicant about the applicable review procedure including adjacent property owner notification, advertisement in local paper, Public Hearings before Planning Commission and Board of Supervisors and/or Board of Zoning Appeals; and
- Determine the scope of information the applicant will need to submit with the application, which may include a traffic impact analysis, fiscal and economic impact analysis, and cultural, historic, and environmental information.

For inquiries (since in-depth, detailed information is rarely provided or multiple scenarios are discussed) staff's comments will be general in nature. For mandatory meetings on a project expected to be submitted in the short-term, staff will provide more detailed comments and specify information that must be submitted with the application, based on the narrative and other information provided by the applicant at, or prior to, the mandatory preapplication meeting.

To schedule a preapplication meeting, submit the following form and preapplication checklist to the Department of Planning and Zoning. The applicant will be contacted within two weeks (ten business days) of the date the pre- application is received to schedule a preapplication meeting.



County of Gloucester  
 Department of Planning and Zoning  
 6489 Main Street, County Building Two  
 P. O. Box 329, Gloucester, Virginia 23061  
 804-693-1224  
[www.gloucesterva.info/PlanningandZoning](http://www.gloucesterva.info/PlanningandZoning)

| FOR OFFICE USE ONLY |       |
|---------------------|-------|
| Date Received       | _____ |
| Tax Map No.         | _____ |
| RPC No              | _____ |
| Date Complete       | _____ |
| Meeting Date        | _____ |

## MANDATORY PREAPPLICATION MEETING REQUEST FOR REZONING, CONDITIONAL USE OR SPECIAL EXCEPTION APPLICATIONS

**Project Name:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

**I WOULD LIKE TO DISCUSS THE FOLLOWING** (Check the appropriate box or boxes):

- Rezoning
  - Proposed Use: \_\_\_\_\_
  - Proposed Zoning District (if known): \_\_\_\_\_
  - Amendment to prior Rezoning – Zoning File Number \_\_\_\_\_
- Conditional Use Permit
  - Proposed Use \_\_\_\_\_
- Special Exception
  - Proposed Use \_\_\_\_\_

**Has a preapplication meeting happened previously for this project?** YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide the date of meeting and name of applicant: \_\_\_\_\_

**Agent/Contact Person for the Project:** \_\_\_\_\_

Daytime Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ \*E-mail \_\_\_\_\_

**Property Owner of Record:** \_\_\_\_\_

Daytime Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ \*E-mail \_\_\_\_\_

Preferred Meeting Dates and Times: \_\_\_\_\_

\* Email will be the primary method of contact unless otherwise specified.

### Owner/Applicant Must Read and Sign

I hereby certify that the information provided on this request form and accompanying information is accurate, true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
 Signature of Owner/Applicant/Agent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

## PREAPPLICATION INFORMATION TO BE COMPLETED WITH MEETING REQUEST FORM

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Please complete this form as fully as possible. The better the project is described, the better staff can assist you.

|                       |   |  |
|-----------------------|---|--|
| Staff<br>Check<br>Off | <b>CURRENT CONDITIONS:</b>  |  |
|                       | Current Use of the Property:<br>(e.g., vacant, residential, business,<br>type of business, etc.)  |  |
|                       | Does the property have any related<br>existing zoning permits; business<br>licenses; site plan approvals; or other<br>applicable related land use permits?<br>If so, please list them.  |  |
| Staff<br>Check<br>Off | <b>PROPOSED PROJECT:</b>  | <a href="#">Link to the County's GIS</a> |
|                       | Describe the Proposed Project:<br>Please feel free to use a separate<br>page for the project description.   |  |
|                       | An illustration of the proposal ("sketch"/concept plan) would be useful in discussing your project. You are encouraged to at least submit a boundary survey or plat of the property or any known prior approved plan or plat on the property, if one exists. It would be helpful to know the general layout of the proposed project including entrances to public streets and location of buildings, parking areas, and major environmental features. |  |

**PREAPPLICATION AGENDA –  
TO BE COMPLETED DURING PREAPPLICATION MEETING**

Staff will do our best to assist you at the preapplication meeting to complete this checklist or to provide resources for you to understand the requirements for a complete application for Rezoning, Special Exception or Conditional Use Permit. Hyperlinks to available resources have been provided – most of the information is available on our website: <http://gloucesterva.info/planning>. If the question is not applicable to the proposed project, we will indicate with a “NA.” If the answer is not available at this time, we will note such (“unknown” or “not enough information”).

|                       |  |  |
|-----------------------|--|--|
| Staff<br>Check<br>Off | <b>ZONING:</b>   | <a href="#">Link to Zoning Ordinance</a>               |
|                       | How would the project and use of the site be classified in the Zoning Ordinance (See <a href="#">Section 2-2 , Definitions</a> and <a href="#">Section 5.2 containing the Table of Permitted Uses</a> )                              |  |
|                       | In what Zoning District(s) is this use permitted?  |  |
|                       | Is the proposed use permitted by-right; by Special Exception; or by Conditional Use Permit?  |  |
|                       | What are the Surrounding Zoning Districts?   |  |
| Staff<br>Check<br>Off | <b>COMPREHENSIVE PLAN (CP):</b>  | <a href="#">Link to the Adopted Comprehensive Plan</a> |
|                       | What is the recommended <a href="#">Future Land Use</a> for the property in the <a href="#">2016 Adopted Comprehensive Plan</a> ?  |  |
|                       | Is the project within the <a href="#">Gloucester Point/Hayes Village Development Plan</a> or <a href="#">Court House Village Sub Area Plan</a> ? If so, what is the Future Land Use Designation within the applicable Sub-area plan? |  |
|                       | Is the proposed zoning, project, and use consistent with the recommended Future Land Use in the Comprehensive Plan and applicable Village Plan(s)?   |  |
|                       | If not permitted by right in the proposed district, will the proposed use meet the criteria for a <a href="#">Special Exception</a> or <a href="#">Conditional Use Permit</a> ?  |  |

|                       |  |   |
|-----------------------|--|---|
| Staff<br>Check<br>Off | <b>SPOT ZONING</b>   |   |
|                       | <p>Would the proposed change to Zoning be considered invalid spot zoning based on the following Criteria?</p> <p>An invalid “spot” zoning<sup>1</sup> exists when:</p> <ol style="list-style-type: none"> <li>1. A small parcel of land is singled out for special and privileged treatment;</li> <li>2. The singling out is not in the public interest, but only for the benefit of the land owner; and</li> <li>3. The action is not in accord with a comprehensive plan.</li> </ol> |   |
| Staff<br>Check<br>Off | <p><b>TRAFFIC IMPACTS*:</b></p> <p>* Consultation with a Traffic Engineer may be necessary to complete some of these questions.</p>  | <p><a href="#">Link to Transportation Chapter of the Comp Pla</a></p> <p><a href="#">Link to VDOT’s website</a></p> |
|                       | Describe the current access to the site including the state Route Number and/or name of private road.  |   |
|                       | What is the <a href="#">Functional Classification of the State Road</a> ?  |   |
|                       | If accessed from a non-local road, what is the <a href="#">Level of Service</a> on the state road(s) serving the property?   |   |
|                       | What are the current Average Daily Trips to and from the site?   |   |
|                       | What are the proposed number of Average Daily Trips to and from the site?  |   |
|                       | What is the site peak hour trip generation from the proposed use?  |   |
|                       | What is the estimated percent change in the amount of traffic on the road(s) serving the site?   |   |
|                       | Does the project Require a <a href="#">527 Traffic Impact Analysis</a> and <a href="#">Scoping Meeting</a> ?   |   |
| Staff<br>Check<br>Off | <b>COMMUNITY FACILITIES</b>  | <p><a href="#">Link to Community Facilities Chapter of the Plan</a></p>   |

<sup>1</sup> Hagman, D.G. *Urban Planning and Land Development Control Law*. (1975) West Publishing; St. Paul, MN.

|                 |   |  |
|-----------------|---|--|
|                 | <p>Will the proposed project create the need for new or expanded public facilities?</p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• Public Water</li> <li>• Public Sewer</li> <li>• Public Safety</li> <li>• Fire &amp; Rescue</li> <li>• Parks</li> <li>• Transportation Facilities</li> </ul> |  |
|                 | <p>Will the proposed project impact the current capacity of any existing or <a href="#">planned public facilities or projects in the Current Capital Improvement Plan?</a></p>  |  |
|                 | <p>Are the County’s current facilities adequate to support the proposed project and if not, what additional facilities would be needed?</p>   |  |
| Staff Check Off | <b>HOUSING</b>  | <a href="#">Link to the Housing Chapter of the Comp Plan</a>                         |
|                 | <p>Will the proposed project achieve any of the goals and objectives for Housing (see pages H-11 through H-14)? Is yes, please elaborate.</p>   |  |
| Staff Check Off | <b>ECONOMIC DEVELOPMENT</b>   | <a href="#">Link to the Economic Development Chapter of the Comp Plan</a>            |
|                 | <p>Will the proposed project create new jobs in the County? If so, how many temporary jobs, permanent jobs, and part-time jobs?</p>   |  |
|                 | <p>Will the proposed project have a positive or negative fiscal and economic impact for the County? Fiscal and economic impact documentation will be necessary to support your application.</p>   |  |
|                 | <p>Will the proposed project achieve any of the other goals outlined on Pages ED-15 through ED-17 of the Comprehensive Plan?</p>  |  |
| Staff Check Off | <b>HISTORIC RESOURCES</b>   | <a href="#">Link to the Cultural and Historic Resources Chapter of the Comp Plan</a> |
|                 | <p>Is the site locally designated pursuant to <a href="#">Article 6 of the Zoning Ordinance?</a></p>  |  |
|                 | <p>Is the site on the National Register of Historic Places (see list in Historic Chapter)?</p>  |  |

|                       |  |   |
|-----------------------|--|---|
|                       | Does the site contain cultural or historic resources not previously identified?  |   |
|                       | If the answer to the above question is unknown, will the application submittal include a cultural resources assessment to determine if there are any on-site cultural or historical resources?   |   |
|                       | Will existing historic or cultural resources be preserved or protected by the proposed project?  |   |
| Staff<br>Check<br>Off | <b>NATURAL RESOURCES</b>   | <a href="#">Link to the Natural Resources Chapter of the Plan</a> |
|                       | Does the site contain regulated natural resources, such as nontidal wetlands or Resource Protection Areas, which may impact future development? The <a href="#">Department of Environmental Programs</a> (804-693-1217) will be able to assist with questions after the preapplication meeting.<br>. |   |
|                       | Are the soils on the property compatible with the type of development proposed? (See Pages NR-4 through NR-6)  |   |
|                       | Will the project adversely impact existing ground water resources?   |   |
|                       | Will the project adversely impact surface water quality?   |   |
|                       | Are there, or is there a potential for, Natural Heritage Resources to be located on the site? (See Pages NR 12-13 and Table NR-3) If so, will they be impacted by the proposed project?  |   |

## OTHER CONSIDERATIONS

Each of these processes require a public hearing and notification to adjacent property owners. The purpose of the public hearing is to determine whether the proposed action – Rezoning, Special Exception, or Conditional Use Permit – is acceptable to the community using the processes and criteria established in the ordinance. Approval is not guaranteed. During the public hearing process, the neighbors and the community at large have an opportunity to share their concerns and support with the decision-making body and to try to influence the decision to address those concerns or encourage approval or denial.

|                       |  |                                       |
|-----------------------|--|---------------------------------------|
| Staff<br>Check<br>Off | <b>COMMUNITY CHARACTER AND QUALITY OF LIFE</b>   |                                       |
|                       | Have you reached out to the adjoining property owners and neighbors to determine any concerns or potential opposition to the project?  |                                       |
|                       | Does the proposal address identified concerns?   |                                       |
|                       | If yes, how?   |                                       |
|                       | If no, why not?  |                                       |
| Staff<br>Check<br>Off | <b>PROFFERS/CONDITIONAL ZONING</b>   | Applies only to rezoning applications |
|                       | Have you read the County’s explanation of Voluntary Proffers and Rezoning Considerations?  |                                       |
|                       | You will have to read and sign the <a href="#">proffer policy</a> prior to application.  |                                       |
|                       | Do you understand that staff cannot discuss proffers for residential rezoning?   |                                       |
|                       | Do you understand that if you do provide a proffer, it is up to you to provide the documentation for why the proffer is needed and why it is reasonable based on the impacts of the proposed rezoning? |                                       |



**PREAPPLICATION MEETING SUMMARY TABLE**

| Decision-Making Criteria   | Perceived Challenges |
|--|----------------------|
| <b>Consistency with the Comprehensive Plan</b>                                 |                      |
| • Future Land Use Plan   |                      |
| • Adequate Public Facilities   |                      |
| • Housing Needs  |                      |
| • Economic Development Goals   |                      |
| • Historic Resources   |                      |
| • Natural Resources  |                      |
| <b>Existing versus Proposed Impacts</b>  |                      |
| • Consistent Zoning/Spot Zoning?   |                      |
| • Traffic Impacts?   |                      |
| • Availability of Public Water & Sewer?  |                      |
| • Fiscal Impacts   |                      |
| • Economic Impacts   |                      |
| <b>Special Exception Criteria and Findings – <a href="#">Section 14-19</a></b> |                      |
| • Harmonious with character of community                                       |                      |
| • Excessive Production of traffic, noise, smoke, fumes, glare odors            |                      |
| • Ingress and Egress – safety and flow   |                      |
| • Parking and Loading  |                      |
| • Refuse and Service Areas   |                      |
| • Available Utilities  |                      |
| • Screening and Buffering  |                      |
| • Signs  |                      |
| • Required Yards   |                      |
| • Compatibility with adjacent properties                                       |                      |
| <b>Conditional Use Permit Criteria – <a href="#">Section 14-23</a></b>         |                      |
| • Compliance with Zoning   |                      |
| • Public Health, Safety and Welfare  |                      |
| • Not injurious to use and enjoyment of adjacent properties                    |                      |
| • Conforms to Character  |                      |
| • Architecture appeal and function   |                      |
| • Public Interest and welfare  |                      |
| • No destruction, loss or damage of significant features                       |                      |