

THIS PAMPHLET OUTLINES THE PROCESS FOR ZONING MAP AND TEXT AMENDMENTS IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT ARTICLE 11-3.9 OF THE ZONING ORDINANCE FOR MORE INFORMATION.

Definition: Whenever the public necessity, convenience, general welfare, or good zoning practice require, the Town Council may, by ordinance, amend, supplement, or change the regulations, district boundaries, or classifications of property. Any such amendment may be initiated by resolution of the Town Council, or by motion of the Planning Commission, or by petition of any property owner, addressed to the Town Council.

Application for Amendment: Every application for amendment of the Zoning Ordinance shall contain the following as applicable:

- 1) The address, phone number, email address and signature(s) of the applicant, applicant's authorized representative and the property owner.
- 2) A summary of existing data and conditions of the property, including:
 - Existing zoning classification
 - Tax Map and parcel numbers
 - Address of the property
 - Total acreage
- 3) A plan of the property, at a scale of 1"=200', showing the extent of the area to

be rezoned, streets bounding and intersecting the area, the land use and zone classification of abutting districts, and photographs of the area to be rezoned and abutting areas.

- 4) A plan to a scale of 1"=200', indicating the locations of existing and proposed topography, vegetation, floodplain, wetlands, structures, uses, streets and areas for off-street parking and loading.
- 5) A boundary survey of the property to be rezoned.
- 6) Information at the time of submission, on all parcels contiguous to the subject property and any property within 100 feet of the boundary, including:
 - Existing Zoning
 - Existing Land Use
 - Proposed Land Use
 - Historic Buildings or structures
- 7) A statement of justification that explains the circumstances in the proposed district and the abutting districts and any other factors on which the applicant relied as reasons for supporting the proposed zoning amendment, including the degree of compliance of the proposed request and subsequent development plans with the provisions of the Comprehensive Plan.
- 8) The approximate time schedule for the beginning and completion of development in the area and any proposed phasing of the development.
- 9) A concept development plan for the property, showing the proposed uses and their general relationships within the site

and external to the site, including proposed structures, uses, streets, parking areas, open space areas, vegetation, sidewalks and trails and means of access to the existing road system.

- 10) A Traffic Study showing the projections for trip generation, traffic volume and levels of service on site and the adjacent road system.
- 11) Information about the market area to be served by the proposed development if a commercial use including: population, effective demand for proposed business facilities, any other information describing the relationship of the proposed development to the needs of the market area.
- 12) A statement of Impact Mitigation.
- 13) Any development conditions or proffers.
- 14) Disclosure of Real Parties in interest.
- 15) Certificate of Payment of Taxes.
- 16) Record of Pre-Application Conference.
- 17) Fees in accordance with the current fee schedule.
- 18) A statement describing in detail the existing character of the area.

Prior to filing an application, an applicant shall meet with the Planning Director to discuss the proposed application and land uses and questions regarding procedures or substantive requirements of this Ordinance.

Fees must be submitted with an application.

Upon receiving an application for a Zoning Amendment, the Planning Director has fifteen (15) calendar days to either officially accept the application or reject the application if it is incomplete.

If the application is incomplete the applicant will be forwarded a notice of incompleteness, specifying those areas of additional information necessary for acceptance and review.

Within sixty (60) days of formal acceptance, the Planning Director shall forward the application and staff report to the Planning Commission for its review. At this time the Planning Commission will hold a Public Hearing on the application.

After receiving the report from the Planning Commission, the Town Council shall hold its own Public Hearing and may take action upon the request.

Criteria for the Consideration of Zoning Map and Text Amendments can be found in the Town's Zoning Ordinance in Article(s) 11-3.9.12 and 11-3.9.13.

TOWN OF WARRENTON ZONING MAP AND TEXT AMENDMENT PROCEDURE

- 1. Schedule a meeting with the Planning Director to discuss the proposed application.**
- 2. File an Application for a Zoning Amendment with the Department of Planning and Community Development. Be sure to include all required information found in Article 11-3.9.3 of the Town's Zoning Ordinance.**
- 3. Pay review fees.**
- 4. Submit additional information as required.**
- 5. Contact the Department of Planning and Community Development as necessary if questions arise.**

All information can be found under Article 11-3.9 of the Zoning Ordinance located within the Zoning of the Town of Warrenton, Virginia

**FOR FURTHER INFORMATION AND
ADDITIONAL HELP PLEASE CONTACT:**

**The Department of Planning and Community
Development
18 Court Street
Warrenton, VA 20186
(540) 347-2405
Monday-Friday:
8:00 a.m. 4:30 p.m.**

ZONING AMENDMENTS



A STEP BY STEP PROCESS FOR ZONING AMENDMENT APPLICATIONS

**PREPARED BY:
THE DEPARTMENT OF
PLANNING AND COMMUNITY
DEVELOPMENT**