



TOWN OF WARRENTON

Community Development Department

PO BOX 341
 WARRENTON, VIRGINIA 20188
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 (540) 347-2405

Zoning Map Amendment Submission Checklist

Per Zoning Ordinance Article 11-3.9

Project Information	Permit # _____
Project Name: _____	
Owner: _____	
Applicant: _____	
Primary Contact: _____	
Email: _____	Phone #: _____

Application Submission Requirements

	Land Development Application (1 Copy)
	<ul style="list-style-type: none"> • The applicant's name, address, phone number and email address, and signature.
	<ul style="list-style-type: none"> • The applicant's authorized representative's name, address, phone number and email address.
	<ul style="list-style-type: none"> • The property owner's name, address, phone number and email address and signature.
	<ul style="list-style-type: none"> • A summary of existing data and conditions of the property, including: <ul style="list-style-type: none"> ○ Existing zoning classification ○ Tax Map and parcel numbers ○ Address of the property ○ Total acreage
	Statement of Justification (12 Copies)
	<ul style="list-style-type: none"> • 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.
	<ul style="list-style-type: none"> • The approximate time schedule for the beginning and completion of development in the area and any proposed phasing of the development.
	<ul style="list-style-type: none"> • Information about the market area to be served by the proposed development if a commercial use, including population, effective demand for proposed business facilities, and any other information describing the relationship of the proposed development to the needs of the market area.

	<ul style="list-style-type: none"> • A statement of Impact Mitigation describing and analyzing the various impacts of the proposed rezoning, including fiscal, environmental conditions, and public facilities and utilities impacts, and the proposed methods for mitigating any anticipated impacts.
	<ul style="list-style-type: none"> • A statement describing in detail the existing character of the area.
	Plans (12 Copies, Folded)
	<ul style="list-style-type: none"> • 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.
	<ul style="list-style-type: none"> • A plan to a scale of 1" = 200', unless an alternative scale is requested and approved by the Planning Director, indicating the locations of existing and proposed topography, vegetation, floodplain, wetlands, structures, uses, streets, and areas for off-street parking and loading.
	<ul style="list-style-type: none"> • A boundary survey of the property to be rezoned.
	<ul style="list-style-type: none"> • Information at the time of submission, on all parcels contiguous to the subject property and any property within 100 feet of the boundary, including: <ul style="list-style-type: none"> ○ Existing zoning ○ Existing land use ○ Proposed land use ○ Historic buildings or structures
	<ul style="list-style-type: none"> • 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
	Other Materials (1 Copy unless otherwise noted)
	<ul style="list-style-type: none"> • Electronic Copy of Application Submission
	<ul style="list-style-type: none"> • Fees, in accord with the fee schedule adopted by the Town Council
	<ul style="list-style-type: none"> • Disclosure of Real Parties in Interest – Affidavit certifying authorization of application by applicant
	<ul style="list-style-type: none"> • Certificate of Payment of Taxes, verifying that real estate taxes have been paid for all property included in the application
	<ul style="list-style-type: none"> • A Traffic Study that shows the projections for trip generation, traffic volume and levels of service on site and on the adjacent road system, including provisions for safely accommodating both vehicular and pedestrian traffic. (electronic and hard copies required)
	<ul style="list-style-type: none"> • Any development conditions or proffers

<ul style="list-style-type: none">• Record of Pre-Application Conference

Items in **bold must be submitted with applications, unless otherwise noted by the Planning Manager*

11-3.9.12 Criteria for Consideration of Zoning Map Amendments

In considering a Zoning Map Amendment, the following factors will be considered by the Planning Commission and Town Council. As such the applicant should address these factors in its application:

1. whether the rezoning request, if granted, would further the public interest, and whether it conforms with the goals, objectives, and policies of the Comprehensive Plan;
2. whether the rezoning is consistent with the town's Future Land Use Plan, as identified in the Comprehensive Plan, and established character of the area and land use patterns;
3. whether the rezoning is justified by changed or changing conditions;
4. whether the rezoning, if granted, would create an isolated district unrelated to adjacent districts;
5. whether utility, sewer and water, transportation, school, recreation, stormwater management and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
6. whether the rezoning will be compatible with properties and uses in the vicinity and not have an adverse impact on these properties or their values;
7. whether there are adequate sites available elsewhere in the Town for the proposed use, or uses, in districts where such uses are already allowed;
8. whether the impact that the uses that would be permitted if the property were rezoned will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity and whether the proposed rezoning provides sufficient measures to mitigate such impacts;
9. whether a reasonable and viable economic use of the subject property exists under the current zoning;
10. whether the effect of the proposed rezoning on environmentally sensitive land or natural features, wildlife habitat, vegetation, water quality and air quality is compatible with the Town's Comprehensive Plan;
11. whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base;
12. whether the proposed rezoning considers the current and future requirements of the community as to land for various purposes, including housing and business, as determined by population and economic studies;
13. the effect of the proposed rezoning to provide moderate housing by enhancing opportunities for all qualified residents of the Town; and
14. the effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.