



Minimum Requirements for Proffer Amendments and Rezoning Applications

(Section 14-4 of Zoning Ordinance)

Proffer Amendment Application

- 1 () Modify Proffer Statement or Remove All Proffers (Application, Top Section)
- 2 () Proposed Use or Reason for Proffer Removal (Application, Section B)

Rezoning Application

- 1 () Proposed Zoning District (Application, Top Section)
- 2 () Proposed Use (Application, Section B)
- 3 () A statement on how the proposed amendment relates to the comprehensive plan (Application, Section B)

Proffer Amendment and Rezoning Application

- 1 () Present Zoning District (Application, Top Section)
- 2 () Legal description of property and tax map reference (Application, Section A).
- 3 () Present Use (Application, Section A)
- 4 () A list of all property owners and their mailing addresses as shown on the county land books who are within or contiguous to, or directly across the street from the parcel(s) proposed (Application, Section C).
- 5 () Name, address and phone number of applicant (Application, Section D).
- 6 () Name, address and phone number of owner (Application, Section E).
- 7 () Site Plan at scale approved by the administrator showing property lines, thoroughfares, existing and proposed zoning, and any other such items that the administrator may require (existing and proposed buildings, existing vegetation, etc.). *The site plan shall bear the seal of a licensed engineer, surveyor, or architect. (If the plan is larger than 11 by 17 inches, please submit 10 paper copies and a PDF copy for distribution and review.)*
- 8 () A fee established by the governing body.
- 9 () Conflict of Interest Statement (must be notarized).
- 10 () Signed Proffer Policy (if proffers submitted)
- 11 () Chapter 527 Compliance Form and VDOT Landtrack Information Sheet
- 12 () Complete Rezoning Package for VDOT review (if applicable) *See 527 Checklist



County of Gloucester
Department of Planning and Zoning
6489 Main Street
Gloucester, Virginia 23061
804-693-1224 FAX 804-824-2441

FOR OFFICE USE ONLY

Date Received _____
Date Complete _____
Case No. _____
Tax Map No. _____
Receipt No. _____

REQUEST FOR REZONING

EFFECTIVE July 1, 2008, THIS APPLICATION MUST BE ACCOMPANIED BY THE CHAPTER 527 COMPLIANCE FORM & THE VDOT LANDTRACK INFORMATION SHEET.

I, (WE) _____ **DO**
HEREBY PETITION THE BOARD OF SUPERVISORS OF THE COUNTY OF GLOUCESTER TO
AMEND THE COUNTY ZONING ORDINANCE BY:

- ☐ Modifying section(s) _____ of the ordinance as per the attached.
- ☐ Modifying the Zoning District Classification of the following described property from the _____ district(s), to the _____ district.
- ☐ Modifying or removing one or more proffers approved as part of Rezoning Application _____.

A. PROPERTY INFORMATION

Location of property: _____

Legal description of property:

* If recorded subdivision – Name _____

Section _____ Lot _____ Block _____

Land Book Page No. _____ Parcel(s) _____

* If acreage, attach **plat** of property and a metes and bounds description.

Are the taxes on this property paid up to date? - Yes / No

*Pursuant to Va. Code Section 15.2-2286(B), the Board of Supervisors may, but is not mandated _____ to, require proof of the payment of taxes prior to approval of a rezoning.

Briefly describe the current use of the property:

B. EXPLANATION OF THE APPLICATION AND RELATIONSHIP OF THE PROPOSED REZONING TO THE COUNTY'S COMPREHENSIVE PLAN (IF APPLICABLE).

Please describe the purpose of the proffer amendment or rezoning and the proposed use of the property.

C. LIST THE NAMES AND ADDRESSES OF OWNERS OR OCCUPANTS OF ALL ADJACENT PROPERTY OR PROPERTY ACROSS A ROAD, HIGHWAY OR RAILROAD RIGHT-OF-WAY. ADDRESSES SHOULD COINCIDE WITH THOSE IN THE COMMISSIONER OF THE REVENUE OFFICE. (Please Print)

NAME	ADDRESS	TAX MAP/PARCEL#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. PERSON(S) REPRESENTING THE APPLICATION

Name: _____ (Signature)
 Address: _____ (Date)
 Phone: _____

E. OWNER(S) OF PROPERTY

Name: _____ Phone: _____
 Address: _____

I hereby grant permission to the designated personnel of Gloucester County, and any other agency deemed appropriate by Gloucester County, to enter the subject property for purpose of review of the proposed application, to post signs prior to the public hearing by the Planning Commission, and to remove said signs after the public hearing by the Board of Supervisors.

 (Signature)

 (Date)

IMPORTANT: The proffer amendment or rezoning application package must be deemed complete before it can be transmitted to the Planning Commission to request a public hearing be scheduled.

Conflict of Interest Statement

In accordance with Section 14-22 of the Gloucester County Zoning Ordinance, I certify that my application for ____ zoning amendment, ____ variance, or ____ special exception is subject to the following:

“Does any member of the Planning Commission, Board of Zoning Appeals, or governing body (Board of Supervisors) have any interest in the property which is subject of this application/petition, either individually, or by ownership of stock in a corporation owning such land or partnership? _____

Yes

No

Does a member of the immediate household of any member of the Planning Commission, Board of Zoning Appeals, or governing body (Board of Supervisors) have any interest in the property which is the subject of this application/petition? _____

Yes

No

If yes to either questions above, please state:

Person's name: _____

Member of: _____

Nature of their interest: _____

I, _____,
(Print name)

hereby certify that the information contained in this application/petition is true and correct to the best of my knowledge.

(Signature)

(Date)

STATE OF VIRGINIA
COUNTY OF GLOUCESTER

I, a Notary Public of the County of Gloucester, State of Virginia, do hereby certify that _____,
whose name is signed to the writing above dated on the _____ day of _____,
_____, has acknowledged the same before me in my State aforesaid.

Given under my hand this _____ day of _____, _____.

Notary Public

My commission expires _____.

AT A REGULAR MEETING OF THE GLOUCESTER COUNTY BOARD OF SUPERVISORS, HELD ON TUESDAY, SEPTEMBER 3, 2019, AT 6:30 P.M., IN THE COLONIAL COURTHOUSE, 6504 MAIN STREET, GLOUCESTER, VIRGINIA: ON A MOTION DULY MADE BY MR. HUTSON, AND SECONDED BY MR. JAMES, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Phillip N. Bazzani, yes;
Ashley C. Chriscoe, yes;
Christopher A. Hutson, yes;
Andrew James, Jr., yes;
Robert J. Orth, yes;
Kevin M. Smith, yes;
Michael R. Winebarger, yes;

**RESOLUTION ADOPTING A PROFFER POLICY FOR
RESIDENTIAL REZONING APPLICATIONS**

WHEREAS, Gloucester County is authorized to accept proffered zoning conditions pursuant to Section 15.2-2298 of the Virginia Code; and

WHEREAS, this authority allows reasonable conditions in the form of proffers, to be offered by an applicant during a rezoning process as a means to mitigate impacts associated with a proposed rezoning; and

WHEREAS, the General Assembly added Section 15.2-2303.4 of the Code of Virginia in 2016, relating to residential conditional zoning; and

WHEREAS, the General Assembly amended Section 15.2-2303.4 of the Code of Virginia in 2019; and

WHEREAS, this section applies to rezonings or proffer condition amendments for new residential development filed after July 1, 2019; and

WHEREAS, applications for rezonings or proffer condition amendments for new residential development filed prior to July 1, 2016 may continue to proceed under the law as it existed prior to that date; and

WHEREAS, applications for rezonings or proffer condition amendments for new residential development filed on or after July 1, 2016 but before July 1, 2019 may continue to proceed under the law as it existed during that period; and

WHEREAS, Section 15.2-2303.4 now permits the acceptance of cash proffers and offsite proffered improvements and enables County staff and officials to engage in pre-filing and post-filing discussions of the potential impacts of residential rezoning applications, as well as potential, voluntary

onsite or offsite proffers that might address those impacts, with applicants and their representatives; and

WHEREAS, in order to ensure compliance with the law and reduce the potential for legal liability under the law, the County developed and adopted a Proffer Policy on October 18, 2016; and

WHEREAS, the Proffer Policy has been revised to reflect changes to Section 15.2-2303.4 effective July 1, 2019; and

WHEREAS, the intent of the policy is to make applicants aware of the law and the County's limitations and obligations under the law, and

WHEREAS, the revised policy establishes that it is the applicant's responsibility to identify and mitigate adverse impacts associated with a residential rezoning application and to certify in writing that any proffered conditions are voluntary and reasonable; and

WHEREAS, the Planning Commission reviewed the revised proffer policy at their August 1, 2019 meeting and agreed, by unanimous consent (7-0), to forward the policy to the Board of Supervisors with a recommendation that the policy be adopted and included in the rezoning application packet.

NOW, THEREFORE, BE IT RESOLVED that the Gloucester County Board of Supervisors adopts the following Proffer Policy effective upon adoption.

GLOUCESTER COUNTY PROFFER POLICY FOR RESIDENTIAL REZONING APPLICATIONS

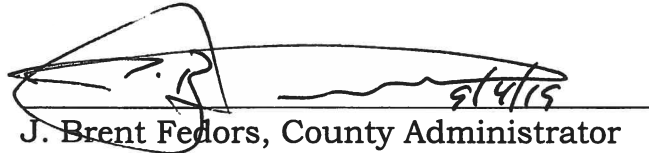
Gloucester County has the authority, pursuant to Va. Code Section 15.2-2298, to accept voluntary proffers, either onsite or offsite, submitted by an applicant for conditional zoning. Proffers may include land, infrastructure, cash, or other conditions and constraints on the use of the property applied for conditional zoning. There must be a reasonable relationship or connection between the proffers and the rezoning.

In order to ensure compliance with applicable law, Section 15.2-2303.4 of the Code of Virginia, and to ensure that there exists a reasonable relationship or connection between the proffers and the residential rezoning, it shall be the responsibility of the applicant to provide the County with detailed analyses of the impacts (capital, environmental, fiscal, etc.) of any development resultant from a requested residential rezoning; the applicant must then demonstrate how the project and/or any proffered conditions will mitigate those impacts.

Pursuant to Section 15.2-2303.4 of the Code of Virginia, the County and its officials, employees, and agents may suggest - but shall not require - any particular proffer associated with a requested residential rezoning. Any such requirement of a proffer shall be deemed null and void and of no effect.

The applicant's signature on the proffers shall serve to certify that any proffered conditions are voluntary, reasonable, and directly related to the rezoning applied for. The applicant shall acknowledge that failure to address and/or mitigate impacts directly attributable to the rezoning may result in the denial of the rezoning request.

A Copy Teste:

A handwritten signature in black ink, appearing to read "J. Brent Fedors", is written over a horizontal line. The signature is stylized with a large, sweeping initial "J" and "F".

J. Brent Fedors, County Administrator



Gloucester County - Explanation of Voluntary Proffers and Rezoning Considerations

Overview:

- ❖ Zoning is a legislative authority and the current zoning of a property is presumed to be legal.
- ❖ A landowner/applicant can request a rezoning to change the laws affecting the use of the property.
- ❖ The change in zoning gets evaluated through the rezoning process, which is a legislative act requiring due process; it includes public hearings by both the Planning Commission (advisory) and the Board of Supervisors (legislative).
- ❖ There is no guarantee that a rezoning request will be approved.
- ❖ To offset the impacts of a rezoning, an applicant may offer voluntary conditions, called proffers, as part of the rezoning request.
- ❖ For residential zonings, State law prohibits the County from accepting a proffer *unless it is reasonable and addresses an impact that is specifically attributable* to the proposed new residential development or new residential use.
- ❖ County officials, staff, and agents may suggest or request, but are prohibited from requiring, any proffers related to residential rezonings.
- ❖ To confirm compliance with State Code, the Gloucester County Board of Supervisors ("the Board") adopted a Proffer Policy for Residential Rezoning making it the applicant's responsibility to verify that any proffered condition is reasonable and addresses an impact that is specifically attributable to the proposed residential development or use.
- ❖ The proffer policy must be signed and submitted with all residential rezoning applications that include proffers. (see Policy on page 4)
- ❖ Proffered conditions shall be submitted using the County's proffer template, which also requires the property owner to certify compliance with State Code regarding proffers.
- ❖ Proffered conditions accepted by the Board become part of the zoning of the property and are legally binding until changed by a subsequent legislative act of the Board.

Details:

Zoning/ Rezoning Considerations:

- ❖ State governments' authority includes the authority to legislate for the "health, safety, morals and general welfare" of their citizens, and states enact land use laws based on this authority.
- ❖ The authority of local governments to regulate land use is derived from the state's specific delegation of its authority to the locality through *enabling legislation*.
- ❖ In Virginia, which operates under the "Dillon Rule,"¹ local governments cannot exercise authority that is not clearly granted to them by the State. In a court of law, legislative actions, such as zoning, are presumed to be reasonable and constitutionally valid. Therefore, when an applicant is

¹ Named after Judge Dillon who wrote a treatise on municipal law.

requesting a change in the zoning of their property from one district to another, it is their responsibility to “prove” why the proposed zoning better supports the “health, safety, morals and general welfare” *of the citizens of the community* as compared to the existing zoning of the property.

- ❖ The County’s Comprehensive Plan provides *guidance* for legislative land use decisions, but the current zoning is the product of legislation that *regulates* the use and development of property.
- ❖ When considering rezoning, the County uses the Comprehensive Plan as a guide. The County considers the impact of the proposed rezoning to the existing community, as well as the County’s ability and capacity to provide services and adequate infrastructure to support the proposed use(s).
- ❖ **No rezoning is guaranteed** – it is the Board of Supervisors’ decision, following a public hearing, as to whether the zoning of a property should be changed from the current zoning classification to another district. This decision is based on the information provided by the applicant, community input, and the Planning Commission’s recommendation – as well as input from County staff and other agencies.

Voluntary Proffers (Conditional Zoning):

- ❖ To offset potential impacts from a proposed rezoning, a property owner (applicant) has the opportunity, through voluntary proffers, to address impacts and needs created by the proposed rezoning.
- ❖ A proffer is a voluntary offer by a landowner (applicant) to place conditions on their property to help validate the change in zoning. *The conditions (if accepted by the County) become part of the zoning of the property and can only be changed by a subsequent legislative act to amend or change the proffers.*
- ❖ Conditions can include limitations on future use of the site (such as density limitations or identifying specific land uses which will or will not be permitted), on and off-site improvements, and/or cash proffers toward improvements done by others.
- ❖ Proffers must be written to be clearly enforceable, much like other zoning regulations that affect the use of the land. Use of vague terms like “should” or “intends to” are not enforceable. Proffer language must be written using terms like “will” and “shall” with detailed timelines for when specific proffers will be completed and with *enforceable* and *measurable* requirements.
- ❖ A proffer *would not* include development improvements, such as parking and landscaping requirements, utility requirements, and other site improvements that are *already required by State and County codes and regulations*. A proffer is a voluntary condition that is *in addition* to requirements on the property under the proposed zoning and for residential rezonings, it shall relate specifically to the impacts of the residential development or use.
- ❖ A property owner/applicant can voluntarily do something not required by the ordinance, such as additional landscaping or architectural standards; however, owing to recent State legislation, *to be accepted and enforced by the County as a proffer, it must be reasonable and address an impact specifically attributable to the change in zoning*².
- ❖ The burden of *evaluating and clearly outlining* potential impacts anticipated by the proposed change in zoning, as well as contemplation of potential proffers that address such impacts (including the “reasonableness” of such proffers) *lies entirely with the entity proposing the change.*

² Section 15.2-2303.4 of the Code of Virginia

Relationship of Proffers to Capital Improvements:

- ❖ The County, through its annual budgeting process provides for the needs of the community based on anticipated revenues generated by the community. The revenues collected allow the County to provide services to the community as well as maintain and develop the infrastructure and facilities needed to effectively and efficiently deliver services to the public.
- ❖ The Capital Improvement Plan (CIP) is a five-year plan updated annually to coordinate and prioritize development and maintenance of County facilities with anticipated needs, funding sources, growth and the County's ability to pay.
- ❖ Rezoning *that increase the residential density* may also increase the need for new, improved, or expanded public facilities. These projects are evaluated, not only for their consistency with the Comprehensive Plan, but also as to whether the County has capacity in its current or planned public facilities to absorb the impacts generated from the new development without adversely impacting overall County services and planned capacity.

Reasonable Proffers and Relationship to the Project³:

- ❖ Pursuant to State code, the County *cannot accept a proffer unless it is reasonable and addresses an impact that is specifically attributable to the proposed new residential development* or new residential use.
 - Such proffers may include buffers to address increased noise and activities on the site, screening of parking and activity areas such as dumpsters, and other factors that alleviate impacts *directly related to the change in site conditions from the rezoning* as compared to what would be permitted on the site under the current zoning of the property and not already required by local or State regulations affecting the property.
- ❖ Pursuant to State code, an **off-site proffer (including cash proffers) shall:**
 - Specifically address an impact created by the new residential development or use to an off-site public facility;
 - Specifically address an identifiable portion of a need for one or more public facility improvements in excess of existing public facility capacity at the time of the rezoning or proffer condition amendment;
 - Be worded to make clear that the new residential development or use resulting from the rezoning must receive *a direct and material* benefit from a proffer made with respect to any public facility improvements.
- ❖ Assessment of public facility capacity will be based on the projected impacts specifically attributable to the new residential development or new residential use as determined by the application, the potential capacity of the new zoning district, and any additional information provided by the applicant – including any voluntary proffers.
 - Public facilities include transportation facilities, schools, parks and recreational facilities, public safety facilities, and public water and sewer facilities.
- ❖ An application must demonstrate the impacts on public facilities from the proposed residential development under the proposed zoning (including restrictions proposed in voluntary proffers) relative to those which would be permitted under the existing zoning.

³ See page 5 for examples of potential reasonable and unreasonable proffers

Gloucester County
Proffer Policy for Applications for Residential Rezoning
Effective September 3, 2019 per Resolution adopted by the Gloucester County Board of Supervisors.

Gloucester County has the authority, pursuant to Va. Code Section 15.2-2298, to accept voluntary proffers, either onsite or offsite, submitted by an applicant for conditional zoning. Proffers may include land, infrastructure, cash, or other conditions and constraints on the use of the property applied for conditional zoning. There must be a reasonable relationship or connection between the proffers and the rezoning.

In order to ensure compliance with applicable law, Section 15.2-2303.4 of the Code of Virginia, and to ensure that there exists a reasonable relationship or connection between the proffers and the residential rezoning, it shall be the responsibility of the applicant to provide the County with detailed analyses of the impacts (capital, environmental, fiscal, etc.) of any development resultant from a requested residential rezoning; the applicant must then demonstrate how the project and/or any proffered conditions will mitigate those impacts.

Pursuant to Section 15.2-2303.4 of the Code of Virginia, the County and its officials, employees, and agents may suggest - but shall not require - any particular proffer associated with a requested residential rezoning. Any such requirement of a proffer shall be deemed null and void and of no effect.

The applicant's signature on the proffers shall serve to certify that any proffered conditions are voluntary, reasonable, and directly related to the rezoning applied for. The applicant shall acknowledge that failure to address and/or mitigate impacts directly attributable to the rezoning may result in the denial of the rezoning request.

I have read and understand the above proffer policy:

Property Owner

Applicant (if different)

Date

Proffer Examples

❖ Examples of a *reasonable residential proffer*:

- The maximum density of the site is limited to X number of units in order to minimize the impacts of the development on traffic generated at the site as well as other impacts based on the increased number of units that would be allowed under the proposed zoning as compared to those permitted under the existing zoning.
- The applicant will upgrade the signal at the corner of Route X and Route Y in accordance with the recommendations in the Traffic Impact Analysis prepared as part of the proposed rezoning to address the decrease in Level of Service resulting from the increased traffic generated by the proposed rezoning.
- The applicant will contribute X number of dollars per unit to contribute to the upgrade of pump station Y to offset the loss of capacity of that pump station because of the sewer connections anticipated by the proposed development.
- The applicant will contribute X number of dollars for improvements to _____ Park in order to develop additional recreation areas for use by the future residents of the proposed development. This proffer is based on comparison of the standards cited in the Virginia Outdoor Plan and the County's Comprehensive Plan, which indicate the County is lacking in per capita recreational facilities and the proposed development will further reduce the per capita facilities available for recreation in the County.

❖ Examples of *unreasonable proffers* include:

- The applicant proffers X number of dollars per unit to be used for any project on the County's CIP. *(This is unreasonable unless the applicant provides an impact created by the development that will be addressed by a project on the CIP.)*
- The buildings will be developed using high quality materials including granite countertops and quality shingles. *(This is unreasonable because it doesn't relate to the specific impacts of development).*
- Landscaping will exceed the minimum requirements. *(This is unreasonable and unenforceable because it doesn't relate to the impacts of the development and is not specific enough to be enforceable. It could be made reasonable if it included a reason for exceeding the landscaping requirement caused by the residential development and the type of landscaping proposed to exceed existing requirements.)*
- The applicant proffers to contribute \$500 to the public library to buy additional books. *(The definition for public facilities in State Code, Section 15.2-2302.4 does not include libraries. "Public facilities" means public transportation facilities, public safety facilities, public school facilities, or public parks.)*

TAX MAP NO.:

Return to: Office of the County Attorney
7400 Justice Drive P. O. Box 1309
Gloucester, VA 23061

PROFFER STATEMENT

APPLICATION Z - ____ - ____

WHEREAS, (the owner(s)), (“the Owner”) is the owner of property (property description/location) (“the Property”) totaling approximately ____ acres, located in _____ Magisterial District, Gloucester, Virginia which is more particularly described as (legal description, including tax map or reference to an attachment containing a legal description).

WHEREAS, the Owner has filed an application to rezone the Property from current zoning of (current zoning) to (proposed zoning) pursuant to the Gloucester County Zoning Ordinance (the “Zoning Ordinance”).

WHEREAS, the Owner desires to voluntary proffer to Gloucester County (the “County”) certain conditions in connection with the development of the Property for the protection and enhancement of the County and its citizens and to provide for the orderly development of the Property.

WHEREAS, the County is authorized to accept these proffers pursuant to the Code of Virginia, and the Zoning Ordinance.

WHEREAS, in the event that there is any conflict between these proffers and the Zoning Ordinance, the conflict shall be resolved by the County’s zoning administrator subject to appeal to the Board of Zoning Appeals and the courts as provided by law.

WHEREAS, these proffers shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and assigns. The term “owner” used

throughout these proffers shall refer to (current owner) and to (his/her/their) successors and assigns.

NOW THEREFORE, for and in consideration of the approval by the County of the rezoning of the Property as requested by the Owner, the Owner agrees that it shall meet and comply with the following proffers in connection with the development of the Property.

PROFFERS

1. (proffer 1)
2. (proffer 2)
3. (proffer 3)
4. etc.

(Indicate whether the proffers are being offered as a group (i.e. "all or nothing") or if each is intended to be individually offered for separate consideration by the County. The County does not have to accept proffers that are offered.)

Once proffered and accepted as part of an amendment to the zoning ordinance, these conditions shall continue in full force and effect until a subsequent amendment changes the zoning on the property covered by these conditions; provided, however, that such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance.

WITNESS the following signature and seal:

By: _____
Owner

* * *

COMMONWEALTH OF VIRGINIA
COUNTY OF GLOUCESTER, to wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
20____ by (owner(s) name).

Notary Public

My commission expires:

Acceptance:

The Proffers herein have been accepted as follows: (“All” or list specific proffers
accepted) _____

by action of the Board of Supervisors on _____ (Date) _____.

County Administrator



GLOUCESTER COUNTY PLANNING DEPARTMENT

Post Office Box 329
6582 Main Street
Gloucester, VA 23061

804-693-1224
Fax: 804-693-7037
www.gloucesterva.info/planning

Chapter 527 Compliance Form

Effective July 1, 2008, Rezoning applications that meet thresholds as specified in VDOT's Traffic Impact Analysis Regulations, Chapter 527, will require Traffic Impact Analyses (TIAs)*. As of this date, this form must be completed by a licensed professional and submitted with each application to the Gloucester County Planning Department in combination with a VDOT Landtrack Information Sheet.

The process for submitting TIA's shall be as follows:

1. Submit VDOT's required number of copies along with your rezoning submittal to the Gloucester County Planning Department along with a **check** for the appropriate review fee made payable to VDOT;
2. All copies of the TIA will be stamped by the Gloucester County Planning Department, and the Planning Department will keep its copy(s) on file; and
3. The remaining TIA copies will be picked up by VDOT within 10 business days of an application that is deemed complete.

Choose one of the two options below:

☐ I certify that this proposal **DOES NOT MEET** any of the thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application. I acknowledge that Gloucester County and/or VDOT may require that one is submitted and that action may not be taken on my proposal until this is submitted.

☐ I certify that this proposal **MEETS** at least one of the thresholds identified in the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155) that would require a Traffic Impact Analysis to be submitted in conjunction with this application. A Traffic Impact Analysis, prepared in accordance with the Traffic Impact Analysis Regulations Administrative Guidelines (24 VAC 30-155).

The above information is based on a proposed use of _____ with a projected daily trip generation of _____ vehicles per day and a site peak hour trip generation of _____ vehicles per hour, based on the stipulations of 24 VAC30-155. The _____ edition of the ITE Trip Generation Manual was used in determining the trip generation (Code Number _____ and Page Number _____).

*Please attach a sheet indicating how each of the thresholds for this proposal were calculated including but not limited to use, size of the proposed project (square footage, number of units)

License Professional's (Signature)

Name & Date (Type or Print)

License Number or Stamp and Seal

* As of July 1, 2011 applications for Major Subdivisions will no longer require a Chapter 527 Compliance Form.