



MANDATORY PREAPPLICATION MEETING PROCESS FOR REZONINGS, CONDITIONAL USE PERMITS AND SPECIAL EXCEPTIONS

Preapplication meeting process and guiding principles

The preapplication meeting process is intended to guide applicants through the submittal and review process. Per the Zoning Ordinance, 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. Please note: **Only** applicants wishing to also schedule a site plan pre-application meeting should complete the “Request for concurrent site plan pre-application meeting” section of this application.

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
planningstaff@gloucesterva.info

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
(with option for concurrent site plan pre-application meeting)**

Project Name: _____

Tax Map and RPC Number(s): _____

Current Zoning: _____

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

- ☐ Rezoning
- ☐ Proposed Use(s): _____
 - ☐ Proposed Zoning District (if known): _____
 - ☐ Amendment to prior Rezoning – Zoning File Number _____
- ☐ Conditional Use Permit (CUP)
- ☐ Proposed Use(s) _____
 - ☐ Amendment to prior CUP – CUP File Number _____
- ☐ Special Exception (SE)
- ☐ Proposed Use(s) _____
 - ☐ Amendment to prior SE – SE File Number _____
- ☐ Site Plan (Complete the “Request for concurrent site plan pre-application meeting section” pages 4-5.)
- ☐ Proposed Use(s) (additional uses or same as above) _____

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.

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

CURRENT CONDITIONS:	Link to the County's GIS
Current Use of the Property: (e.g., vacant, residential, business, type of business, etc.)	
Does the property have any related existing zoning permits; business licenses; site plan approvals; or other applicable related land use permits? If so, please list them.	
PROPOSED PROJECT:	
Describe the Proposed Project: Please feel free to use a separate page for the project description.	
COMMUNITY CHARACTER AND QUALITY OF LIFE	
How does your proposed project address concerns raised by adjacent property owners and the surrounding community?	
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.	

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

**REQUEST FOR CONCURRENT SITE PLAN PRE-APPLICATION MEETING INFORMATION.
ONLY COMPLETE IF APPLICABLE.**

PROJECT INFORMATION:

Proposed structure:	<input type="checkbox"/> New Building <input type="checkbox"/> Alterations to existing Building <input type="checkbox"/> New Accessory Structure <input type="checkbox"/> Other _____	
Does this proposal have a total land disturbance of 2500 sq. ft. or greater? (Complete the section below titled "LAND DISTURBANCE" to answer this question)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will this proposal generate an additional 25 or more vehicular trips per day?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your proposed use require any new or modified access to a public road?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will this proposal affect traffic circulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PROPOSED LAND DISTURBANCE:

How much land disturbance is required to accommodate the proposed structure/addition, etc. including:

Disturbance Required	Disturbance Not Required	Type of disturbance	Square footage of disturbance area
<input type="checkbox"/>	<input type="checkbox"/>	New structure and/or addition	
<input type="checkbox"/>	<input type="checkbox"/>	Accessible entrances/access ramps, Parking spaces (min 9'x18' each plus aisles), Water/sewer line construction, Utility trenching, Driveway(s), Septic drainfield construction/expansion, Other _____	
APPROXIMATE TOTAL AREA DISTURBED:			

NOTE: If you have checked "No" to all questions under "Project Information" please do not complete the below sections. Continue to the end of the application and sign and date it. If you have checked "Yes" to one or all questions under "Project Information" please continue completing the below sections of the application. If unknown, please indicate.

PROPERTY USE:

Has a site plan previously been approved for this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Date of original site plan approval _____ If yes, use identified on approved site plan: _____	
Have any previous permits been approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a VDOT plan for any streets adjacent to this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the square footage of the proposed structure, building addition, etc.?		
Does your proposal include demolition of any existing buildings or structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is being demolished? _____	
What is the current use of the property?		
What is the proposed use of the new structure, addition, etc.?	Is this a permitted use in the current zoning district?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

UTILITIES:

Is the site served by a septic system or public sewer?	<input type="checkbox"/> Septic <input type="checkbox"/> Public sewer
Will this new structure/addition require modifications to the existing septic/sewer service? (This can include items such as putting in a new system or expanding capacity of the existing septic, water lines for sprinkler service, or connection to the public sewer systems.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this site served by public water or a well?	<input type="checkbox"/> Public Water <input type="checkbox"/> Well

OTHER REVIEWING AGENCIES:

Have any of the following agencies (Federal, State, etc.) been involved in prior reviews of this project?	
1. Army Corps of Engineers (Ex. For a wetland preliminary jurisdictional determination), DCR, DEQ, VDOT, Health Department, Other _____ If you checked yes, please list the organization(s) and describe their involvement _____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No