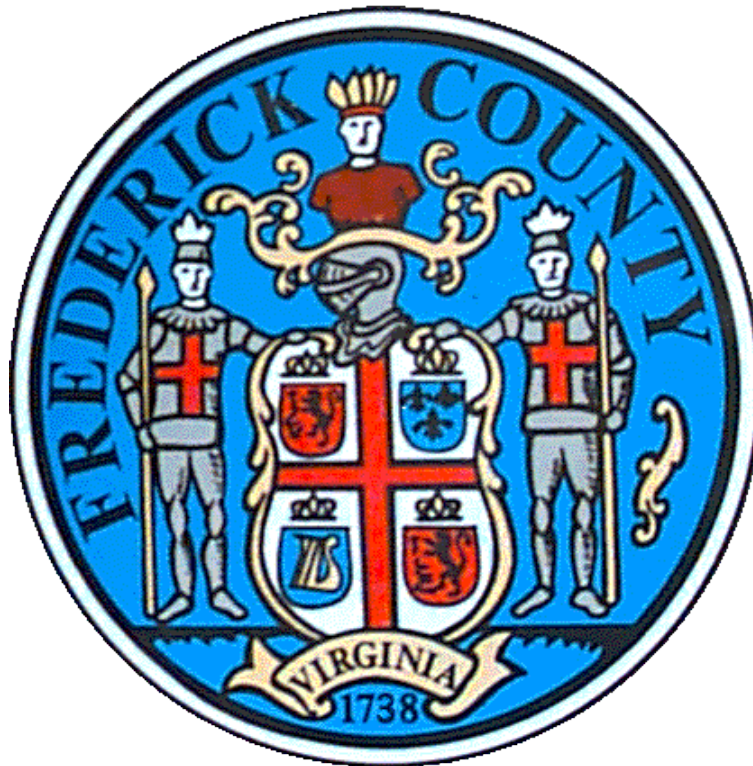


COMPREHENSIVE PLAN AMENDMENT

2023 APPLICATION PACKAGE



FREDERICK COUNTY, VIRGINIA

Department of Planning and Development
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
PHONE: (540) 665-5651 - FAX: (540) 665-6395
Website: www.fcva.us
(REVISED 03/13/23)

2023 COMPREHENSIVE PLAN AMENDMENTS

March 13, 2023

Dear Applicant:

Each year, the Frederick County Board of Supervisors reviews requests for amendments to the Comprehensive Plan and initiates those proposed amendments that they feel merit consideration.

Applications for Comprehensive Plan amendment consideration in 2023 must be received in the Planning Department no later than close of business on Thursday June 1, 2023. A copy of the application form is attached. *(Please note that while a single application may include multiple parcels, these parcels should be contiguous and be part of the same request).*

Please respond in full to those questions that pertain to the particular map, text, or both map and text amendment(s) you are requesting. Incomplete applications will not be considered. Please note that this is not a rezoning application and detailed information, such as floor plans and building elevations, are discouraged.

All applications will be reviewed first by the Comprehensive Plans and Programs Committee (CPPC). Applications will then be considered at a work session of the Board of Supervisors and Planning Commission. Applications deemed to have merit at this work session will be identified for additional study and forwarded to the CPPC for policy development. Subsequently, the application will be sent to the Planning Commission and Board of Supervisors for discussion and potentially public hearing. The Board of Supervisors will ultimately decide whether to accept the Comprehensive Plan amendment application or deny further consideration.

Applicants should consult the Comprehensive Plan to identify goals, policies or action strategies which are applicable to individual Comprehensive Plan amendment requests. A pre-application meeting may be useful to prepare a complete and accurate application. If you would like to request a meeting, or if you have any questions, please contact the Planning Department at (540) 665-5651.

Instructions

All items contained in this application package must be completed and submitted before the application deadline. The application will not be deemed complete unless all items listed below have been submitted. Please attach additional pages where necessary to identify all requested information clearly.

Application Package is to include:

Comprehensive Plan Amendment Initiation Request Form – Page 4

- Fill in the project name.
- Identify the Property Identification Numbers (PIN), acreage and plan amendment request.
- Describe the property location.
- Give names of the owner of the property/applicant, authorized agent(s), contract purchaser/lessee, and engineer, as applicable. Please check the box next to the contact person to whom correspondence on the application should be sent.
- Sign the application. If the owner(s) of the property/applicant does not sign the application, a Special Power of Attorney Affidavit must be submitted (see page 6).

Map Amendment Requirements – Page 6

- Justification of the proposed amendment.
- Existing and proposed Comprehensive Plan land use classifications.
- Existing and proposed zoning request.
- Trip Generation Analysis.

Text Amendment Requirements – Page 7

- Existing text to be amended and proposed, new or revised, using underline/strikethrough.
- Purpose and intent of amendments.
- Comprehensive Plan Consistency Analysis.
- Levels of service associated with request.

Subject Property Owner Affidavit – Page 8

This form is required to verify that the list of property owners of the subject site, as submitted with the application, is a true and accurate list based on the information provided by the Frederick County Commissioner of the Revenue Office as taken from the current real estate assessment records.

Special Power of Attorney Affidavit – Page 9 (if applicable)

This form is required if someone other than the property owners(s)/applicant is signing the application and other documents requiring the property owner(s)/applicant signature.

Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*).

Comprehensive Plan Amendment Initiation Request Form

Project Name: _____

The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agent thereof, do hereby petition to change the Comprehensive Plan as shown on the accompanying plans, maps, and graphics which are made part of this application, as follows:

PIN	From:	To:	Acres
Total Acreage:			

Location - the property is located at (give street address(es) if assigned or otherwise exact location based on nearest road and distance from nearest intersection, using road names and route numbers):

Provide the following information for all applicable parties, provide additional pages if necessary:

Owner of Property

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Authorized Agent(s)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contract Purchaser/Lessee

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Engineer

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

***Check the box next to the contact to which correspondence should be sent.**

Signatures:

I (we), the undersigned, have read the application, understand its intent, and do hereby respectfully make application to and petition the Frederick County Board of Supervisors to amend the Comprehensive Plan. Furthermore, I have the power to authorize and hereby grant permission to Frederick County officials and other authorized government agents on official business to enter the property as necessary to process this application.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Signed this _____ day of _____, _____

Signature of Owner/Applicant

Signed this _____ day of _____, _____

Signature of Owner/Applicant

Signed this _____ day of _____, _____

Signature of Owner/Applicant

If anyone other than the owner is signing, a Power of Attorney must be attached.

Proposed Comprehensive Plan Map Amendment Request

Provide the following information:

- Completed and signed CPPA Initiation Request Form (Pages 3-4).**
- Plat of proposed CPPA area** including metes and bounds.
- Justification of proposed CPPA:** Describe why the change to the Comprehensive Plan is being proposed and include relevant Comprehensive Plan analysis.
- Existing Characteristics Analysis.** Describe, using text and maps as necessary, the existing zoning, Comprehensive Plan designations, and/or approved uses and densities along with other characteristics of properties that are within:
 - 1/4 mile from the parcel(s) perimeter if the parcel is less than 20 acres in size
 - 1/2 mile if 21 - 100 acres in size
 - 1 mile if more than 100 acres in size
- Trip Generation Analysis** that includes a comparison of anticipated maximum trips from the current use to the proposed use.
- Special Power of Attorney Affidavit** for each owner (if applicable).
- One hard copy of the application package.
- Digital copy containing all plans, maps, text, and/or graphics in PDF format.
- Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*).

Existing Comprehensive Plan land use classification(s): _____

Proposed Comprehensive Plan land use classification(s) and respective areas: _____

Existing zoning and land use of the subject parcel(s): _____

What use/zoning will be requested if the amendment is approved? _____

Proposed Comprehensive Plan Text Amendment Request

Provide the following information:

- Completed and signed CPPA Initiation Request Form (Pages 3-4).**
- Purpose and intent of text amendment.**
- Reference Plan chapter, goal, policy and/or strategy text that is proposed to be amended.**
- Proposed new or revised text:**
 - Note: Attach and specify text changes with additions underlined and strikethrough of deletions.
- Comprehensive Plan Consistency Analysis:**
 - Demonstrate how the proposed text amendment furthers the goals, policies/objectives, and action strategies set forth in the Comprehensive Plan chapter(s) relative to the text amendment request and why the proposed revision to said goals, policies, and action strategies are appropriate.
 - Demonstrate how the proposed text amendment is internally consistent with other Comprehensive Plan components that are not the subject of the amendment.
 - Identify level of service impacts, if any, associated with the request. Identify how the resultant changes would impact or benefit Frederick County. Examples include, but are not limited to, transportation, economic development schools, and public facilities.
- Special Power of Attorney Affidavit** for each owner (if applicable).
- One hard copy of the application package.
- Digital copy containing all plans, maps, text, and/or graphics in PDF format.
- Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*).



Attachment 1

(TO BE COMPLETED BY APPLICANT)

SUBJECT PROPERTY OWNERS AFFIDAVIT

County of Frederick, Virginia

Frederick Planning Web Site: www.fcva.us

**Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Suite 202 Winchester, Virginia 22601
Phone 540-665-5651 Facsimile 540-665-6395**

STATE OF VIRGINIA
COUNTY OF FREDERICK

This _____ day of _____, _____,
(Day) (Month) (Year)

I, _____
(Owner/Contract Purchaser/Authorized Agent)

hereby make oath that the list of property owners of the subject site, as submitted with the application, is a true and accurate list based on the information provided by the Frederick County Commissioner of the Revenue Office as taken from the current real estate assessment records.

(Owner/Contract Purchaser/Authorized Agent)
(circle one)

COMMONWEALTH OF VIRGINIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, _____ in my
County and State aforesaid, by the forenamed Principal.

NOTARY PUBLIC

My Commission expires: _____