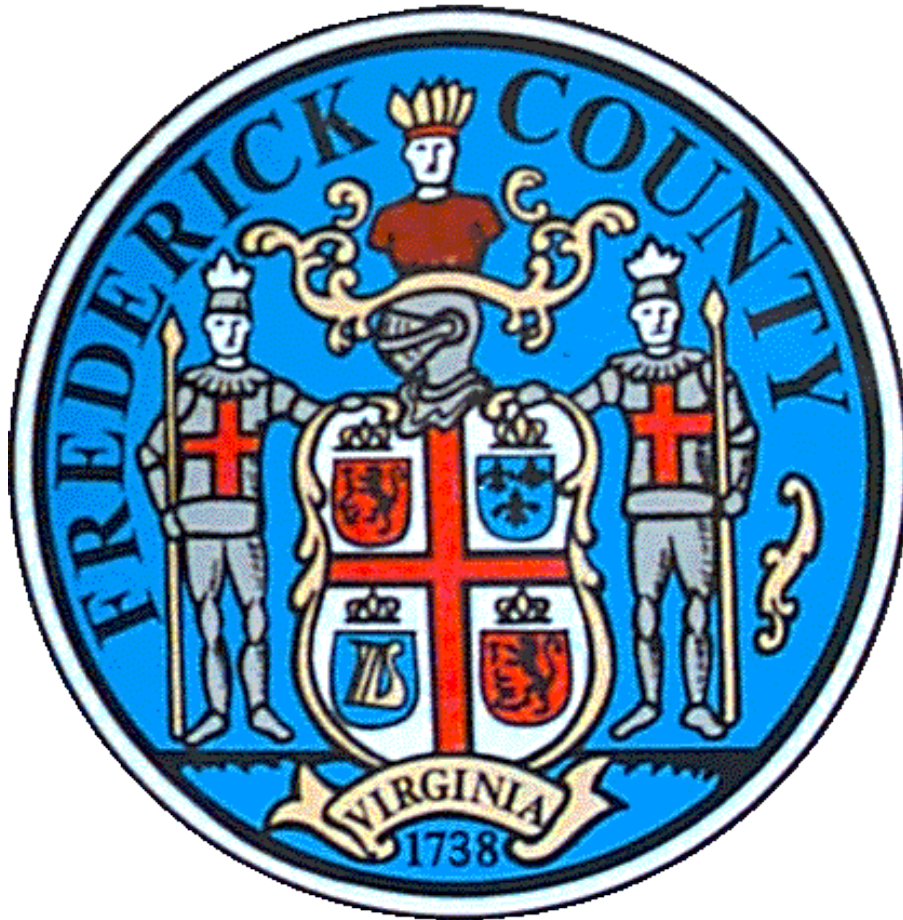


MASTER DEVELOPMENT PLAN APPLICATION PACKAGE



Frederick County, Virginia

Department of Planning and Development
107 North Kent Street
North Building, 2nd Floor
Winchester, Virginia 22601
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: www.fcva.us

(Revised 03.21.23)

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FREDERICK COUNTY, VIRGINIA

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Please read all instructions carefully. Application forms and comment sheets necessary for a Master Development Plan review are included in this package. If you have any questions regarding this application or your Master Development Plan, please feel free to contact us at (540) 665-5651. A County Planner will be happy to help you.

INTENT OF THE MASTER DEVELOPMENT PLAN PROCESS

Intent of the Master Development Plan.

The purpose of the master development plan (MDP) is to promote orderly and planned subdivision and development of property within Frederick County. It is the purpose of the MDP to ensure that such development occurs in a manner that suits the characteristics of the land, is harmonious with adjoining property and is in the best interest of the general public. The MDP shall be used to illustrate the characteristics of the property proposed for subdivision and/or development and of surrounding properties and ensure that the requirements of the County Code have been satisfied.

When is a Master Development Plan Required?

In accordance with §165-801 of the Frederick County Zoning Ordinance, a Master Development Plan may be required before land is developed or subdivided. The Master Development Plan application process involves seven steps; that begin at the initial review of the plan by Planning Staff and reviewing agencies to the final approval of the Master Development Plan by the Planning Director and the County Administrator. Each step is defined and explained in greater detail on the following pages of this Master Development Plan Application Package.

A Master Development Plan (MDP) must be approved by Frederick County before the development or subdivision of any land in the zoning districts listed below. The MDP shall include **all contiguous land under single or common ownership.**

RP	Residential Performance District
R4	Residential Planned Community District
R5	Residential Recreation Community District
MH1	Mobile Home District
B1	Business Neighborhood District
B2	Business General District
B3	Industrial Transition District
OM	Office Manufacturing Park District
M1	Light Industrial District
M2	Industrial General District
EM	Extractive Manufacturing District
HE	Higher Education District

The Director of Planning and Development may waive the requirement for master development approval in certain limited circumstances (Chapter 165-801.03-Waivers). **If you are proposing a relatively small development or subdivision, check with the Planning Staff to determine if the Master Development Plan requirement may be waived.**

MASTER DEVELOPMENT PLAN INSTRUCTIONS AND STEPS FOR APPROVAL

1. Preapplication Conference:

Prior to the official submission or preparation of a master development plan, the applicant should schedule a meeting with the planning staff to discuss the plan proposal. The purpose of the preapplication conference is to review and discuss the nature of the proposal in relation to the requirements of the Code of Frederick County and to discuss the preparation of a Master Development Plan. During this meeting, the Department of Planning and Development will determine whether a MDP is required, and if so, which review agency comments will be necessary.

2. Technical Review Committee:

The Technical Review Committee (TRC), composed of representatives from the County and local utilities, allows applicants to discuss the master development plan concepts and design issues with all relevant review agencies prior to a formal submission of a master development plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the master development plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or master development plan design; however, meeting with the TRC does not substitute for individual agency reviews that are necessary for master development plan approvals.

The Technical Review Committee meets every first and third Thursday of each month. Applicants should contact the Planning and Development Department at (540) 665-5651 to understand the TRC submission requirements and be placed on the first available agenda.

3. Review Agency Comments and Application Submission:

The applicant must circulate copies of the MDP to applicable review agencies for comments and approval. The attached "Request for Master Development Plan Comments" sheets must be completed and submitted with the required number of copies of the master development plan to the required review agencies. The required number of master development plans needed is specified on each comment sheet. The Department of Planning and Development will determine the required review agencies. Please check with the Department of Planning and Development to determine the appropriate review agencies. These comment sheets and MDP will be reviewed and returned to the applicant. **It is the applicant's responsibility to obtain the review agency approval comments.**

All required checklist information (MDP application package pages 10-13) must be addressed on the MDP. Statements concerning non-applicable items shall be provided on the MDP. Review of the MDP will not begin until all checklist items are addressed. Addressing these items initially will expedite the plans' review. Plans which do not address all checklist items may be returned to the applicant for revisions.

Items to be Submitted for a Master Development Plan Review:

- A. Department of Planning and Development Review:** In order for the Department of Planning and Development to begin **review of** the MDP, the applicant must submit the following items:
1. Completed application package pages 9 and 10;
 2. Completed Sheet 18;
 3. Two (2) copies of the plan.
 4. Digital copy (PDF) of the plan.
 5. Application Fee
 6. Special Limited Power of Attorney
- B. All Other Required Review Agencies:** In order for the review agencies to review the MDP, the applicant must submit the following items to the review agencies:
1. Completed application package pages 9 and 10;
 2. Completed Agency Comment Sheet (see sheets 18-47);
 3. Required number of copies of the plan.

7. Final Master Development Plan:

Following review of the Master Development Plan by the Department of Planning and applicable review agencies, the applicant must submit five (5) hard copies of the final master development plans to the Department of Planning and Development to be signed by the Planning Director and the County Administrator. A digital (PDF) copy of the plans is also required. The applicant will be notified by letter of the final approval and two copies of the signed final master development plan will be returned to the applicant.

APPLICATION PACKAGE CHECKLIST MASTER DEVELOPMENT PLAN

This Master Development Plan application package is incomplete until all of the following have been submitted. It is recommended that the applicant meet with a representative from the Department of Planning and Development staff when submitting applications in order to review the materials for completeness.

MDP Package

_____ 1. One set of approved comment sheets from the following agencies deemed necessary by the Department of Planning and Development staff along with any marked copies of the plan. Applicants should contact the Department of Planning and Development to determine which review agencies are relevant to their MDP application.

- | | |
|---|------------------------------|
| _____ Virginia Department of Transportation | _____ Inspections Department |
| _____ Frederick Water | _____ Airport Authority |
| _____ Frederick County Fire Marshal | _____ Health Department |
| _____ Department of Parks and Recreation | _____ City of Winchester |
| _____ Department of Public Works | _____ Town of Stephens City |
| _____ Department of Planning and Development | _____ Town of Middletown |
| _____ Frederick County Public Schools (for residential projects only) | |
| _____ Frederick County GIS Department (Road Names) | |

- _____ 2. Original signed MDP application;
- _____ 3. Copy of the entire MDP application in digital form;
- _____ 4. Hard Copies of the MDP
- _____ 5. The application review fee (*check made payable to "Frederick County Treasurer"*);
- _____ 6. Completed Special Limited Power of Attorney Form (original);
- _____ 7. Traffic Impact Analysis (if applicable).

**MASTER DEVELOPMENT PLAN
APPLICATION FORM**

- Department of Planning & Development Use Only -

Application # _____ Date Application Received: _____

Fee Amount Paid \$ _____ Initials: _____ Receipt # _____

1. Project Title: _____

2. Applicant:

Name: _____ Telephone: _____

Address: _____

Email: _____

3. Property Owner (if different than above):

Name: _____ Telephone: _____

Address: _____

Email: _____

4. Design Company:

Name: _____ Telephone: _____

Address: _____

Email: _____

5. Please list names of all owners, principals, and/or majority stockholders:

6. Magisterial District: _____

7. **Property Location:** _____

(Give State Route # and name, distance and direction from intersection)

8. **Is this an original or amended Master Development Plan?**

Original _____ Amended _____, Previous MDP# _____

9. **Property Information:**

- a) Property Identification Number (PIN): _____
- b) Total Acreage: _____
- c) Current Zoning: _____
- d) Present Use: _____
- e) Proposed Uses: _____

10. **If residential uses are proposed, provide the following:**

- a) Density: _____
- b) Number of Units: _____
- c) Housing Types: _____

11. **Adjoining Property use and zoning:**

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

I have read the material included in this package and understand what is required by the Frederick County Department of Planning and Development. I also understand that the master development plan shall include all contiguous land under single or common ownership. All required material will be complete prior to the submission of my master development plan application.

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

Applicant(s): _____ Date: _____

_____ Date: _____

Owner(s): _____ Date: _____

_____ Date: _____

**Required Information Checklist
MASTER DEVELOPMENT PLAN**

The following information **must** be included on the master development plan. If the submitted master development plan is incomplete or is missing information, it will not be reviewed and will be returned to you for revisions.

Administrative Information Checklist

- _____ 1. Name of proposed development.
- _____ 2. Name, address, email, and telephone number of owner.
- _____ 3. Name, address, email, and telephone number of developer.
- _____ 4. Name, address, email, and telephone number of designer.
- _____ 5. Signed certificate of surveyor, engineer, or architect.
- _____ 6. Date plan prepared and date of revisions.
- _____ 7. A listing of all conditions placed on the site as a result of a conditional zoning approval. Rezoning file number should be cited.
- _____ 8. A space labeled "Approved by the Director of Planning and Development" for the approval signature and date of approval.
- _____ 9. A space labeled "Approved by the County Administrator" for the approval signature and date of approval.
- _____ 10. Magisterial District.
- _____ 11. Sheet size less than 42 inches.
- _____ 12. Description of any changes made since approval of any prior MDP's.
- _____ 13. A conceptual plan, showing the location and arrangement and approximate boundaries of all proposed land uses

General Information Checklist

- _____ 1. Location map (scale 1:2000).
- _____ 2. Scale of the MDP is not to exceed 1:100.
- _____ 3. North Arrow.
- _____ 4. Legend describing all symbols.
- _____ 5. Surveyed boundaries of all lots and parcels, certified by a certified Virginia surveyor, architect or engineer, with all dimensions in feet and decimals of feet.
- _____ 6. Acreage of all parcels included in the MDP.
- _____ 7. Topography contour lines at acceptable intervals.
- _____ 8. A schedule of phases, boundary of phases, and order of development.
- _____ 9. Use, zoning, and property owner of all adjoining properties, including parcels across road right of ways.
- _____ 10. Location of proposed uses (location, boundaries, arrangement).
- _____ 11. The location and treatment proposed for all historical structures and sites recognized as significant by the Frederick County Board of Supervisors or as identified on the Virginia Historical Landmarks Commission Survey for Frederick County.
- _____ 12. History of all land divisions in relation to this tract.
- _____ 13. Acreage, Location and boundaries of environmental features: floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, woodlands.
- _____ 14. Amount and percentage of disturbed and protected land in common open space.

Residential Development Information Checklist

- _____ 1. The location and approximate boundaries of proposed housing types conceptually shown in accord with residential performance dimensional requirements. Residential Performance (RP) dimensional requirements should be indicated.

- _____ 2. The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided.
- _____ 3. The approximate acreage in common open space, in each use and housing type and in roads, streets or rights-of-way for each phase and the total development.
- _____ 4. The proposed number of dwelling units of each type in each phase and in the total development.
- _____ 5. The location and general configuration of recreational facilities, with a general statement of the types of recreational facilities to be provided.
- _____ 6. Calculations describing all proposed TDR bonus factors with the location of and specifications for bonus improvements, when proposed.

Infrastructure Information Checklist

- _____ 1. Location of adjoining streets and utilities.
- _____ 2. Location, arrangements, and right-of-way widths of roads and property access. The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels, shall be in accordance with § 165-202.04.
- _____ 3. Location and arrangement of street entrances, driveways, and parking areas.
- _____ 4. All existing, approved or planned public roads, streets or rights-of-way on the project or within 2,000 feet of the boundaries of the project.
- _____ 5. Location of entrances to the development from public streets.
- _____ 6. Type of road design (rural or urban).
- _____ 7. Use of inter-parcel connectors.
- _____ 8. Traffic impact analysis. To be submitted to the Frederick County Assistant Director – Transportation (if applicable).
- _____ 9. Location of sewer and water mains with statements concerning the connection with and availability of facilities.
- _____ 10. Location and arrangement of electric and gas utilities.

Other Design Information Checklist

- _____ 1. The location and extent of proposed buffers required by this Chapter, with statements, profiles, cross sections or examples clearly specifying the screening to be provided.
- _____ 2. Plan for stormwater management. Location of stormwater facilities.
- _____ 3. The location and approximate boundaries of existing environmental features, including floodplains, lakes and ponds, wetlands, natural stormwater detention areas, steep slopes and woodlands, as defined, and the approximate acreage of each type of environmental feature, including the amount and percentage of each type that is to be disturbed and the amount and percentage of each type to be placed in open or landscaped areas (in a table format).
- _____ 4. Location of environmental protected areas to be included in common open space.
- _____ 5. Amount, boundaries, and location of common open space. (Indicate the percentage of the entire site to be placed in common open space.)
- _____ 6. A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.

Frederick Water and/or Health Department Information Checklist

- _____ 1. Statements and locations pertaining to sewer and water availability.
- _____ 2. Statements and locations concerning any existing pre- or post-water treatment facilities.
- _____ 3. Statements and location of any planned private treatment facilities.
- _____ 4. The approximate location of sewer and water mains with statements concerning the connection with and availability of existing facilities.

REVIEW AGENCY COMMENT SHEETS

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Virginia Department of Transportation

Mail to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824
Phone: (540) 984-5600

Hand deliver to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Virginia Department of Transportation Comments:

-VDOT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Date Approved _____

Revision Required _____

VDOT Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



**Frederick County Department of
Planning & Development**

Mail to:

Frederick County
Department of Planning & Development
107 North Kent Street
Winchester, Virginia 22601
Phone: (540) 665-5651

Hand deliver to:

Frederick County
Department of Planning & Development
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Department of Planning & Development Comments:

-PLANNING DEPARTMENT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Frederick County Inspections Department

Mail to:

Frederick County Inspections Department
Attn: Building Official
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

Frederick County Inspections Dept.
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
Phone: (540) 665-5650

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Inspections Comments:

-FREDERICK COUNTY INSPECTIONS DEPARTMENT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Frederick County Public Works Comment

Mail to:

Frederick County Public Works Department
Attn: County Engineer
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

Public Works Department
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
Phone: (540) 665-5643

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Public Works Comments:

-FREDERICK COUNTY PUBLIC WORKS USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Frederick County Fire Marshal Comment

Mail to:

Frederick County Fire Marshal
Attn: Fire Marshal
1080 Coverstone Drive
Winchester, Virginia 22602

Hand deliver to:

Public Safety Building
1080 Coverstone Drive
Winchester, Virginia 22602
Phone: (540) 665-6350

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Fire Marshal Comments:

-FREDERICK COUNTY FIRE MARSHAL USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Frederick Water Comment

Mail to:

Frederick Water
Attn: Engineer
P.O. Box 1877
Stephens City, Virginia 22655

Hand deliver to:

Frederick Water
315 Tasker Road
Stephens City, Virginia 22655
Phone: (540) 868-1061

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Frederick Water Comments:

-FREDERICK WATER USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Frederick County Parks and Recreation Comment

Mail to:

Frederick County
Department of Parks & Recreation
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

107 North Kent Street
Second Floor
Winchester, Virginia 22601
Phone: (540) 665-5678

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Parks and Recreation Comments:

-FREDERICK COUNTY PARKS AND RECREATION USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Virginia Department of Health Comment

Mail to:

Virginia Department of Health
Attn: Sanitation Engineer
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

2nd Floor – Suite 201
107 North Kent Street
Winchester, Virginia 22601
Phone: (540) 722-3480

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

VDH Comments:

-VIRGINIA DEPARTMENT OF HEALTH USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Winchester Regional Airport Comment

Mail to:

Winchester Regional Airport
Attn: Executive Director
491 Airport Road
Winchester, Virginia 22602

Hand deliver to:

491 Airport Road
(Rt. 645 off of Rt. 522 South)
Winchester, Virginia 22602
Phone: (540) 662-5786

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Airport Comments:

-WINCHESTER REGIONAL AIRPORT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



City of Winchester Comment

Mail to:

Winchester Planning Department
Attn: Planning Director
15 North Cameron Street
Winchester, Virginia 22601

Hand deliver to:

Rouss City Hall
15 North Cameron Street
Winchester, Virginia 22601
Phone: (540) 667-1815

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

City of Winchester Comments:

-CITY OF WINCHESTER USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



City of Winchester Comment - Utilities

Mail to:

Engineering Department
Attn: City Engineer
15 North Cameron Street
Winchester, Virginia 22601

Hand deliver to:

Rouss City Hall
15 North Cameron Street
Winchester, Virginia 22601
Phone: (540) 667-1815

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and description of the request:

Location of Property:

City of Winchester's Comments:

-CITY OF WINCHESTER USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Date Approved _____

Revision Required _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Town of Stephens City Comment

Mail to:

Town of Stephens City
Attn: Town Manager
P.O. Box 250
Stephens City, Virginia 22655

Hand deliver to:

1033 Locust Street
Stephens City Town Hall
Stephens City, Virginia 22655
Phone: (540) 869-3087

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Town of Stephens City Comments:

-TOWN OF STEPHENS CITY USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Date Approved _____

Revision Required _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Town of Middletown Comment

Mail to:

Town of Middletown
Attn: Planning Director
7875 Church Street
Middletown, Virginia 22645

Hand deliver to:

Middletown Town Hall
7875 Church Street
Middletown, Virginia 22645
Phone: (540) 869-2226

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Town of Middletown Comments:

-TOWN OF MIDDLETOWN USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Superintendent of Frederick County Public Schools

Mail to:

Frederick County Public Schools
Attn: Superintendent
P.O. Box 3508
Winchester, Virginia 22604
(540) 662-3888

Hand deliver to:

Frederick County Public Schools
Attn: Superintendent
School Administration Building
1415 Amherst Street
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Superintendent of Public Schools' Comments:

-FREDERICK COUNTY PUBLIC SCHOOLS USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

Notice to School Superintendent - Please Return This Form to the Applicant

REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS



Request for Street Name Comment

Mail to:

Frederick County
Information Technologies, GIS Division
Attn: GIS Manager
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

Frederick County
Information Technologies, GIS Division
107 North Kent Street, 1st Floor
Winchester, Virginia 22601
Phone: (540) 665-5614

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

GIS Manager Comments:

-FREDERICK COUNTY GIS USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

Notice to GIS Department - Please Return This Form to the Applicant



**Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.fcva.us**

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

Know All Men By These Presents That:

Name of Property Owner/Applicant

Please note: If the property owner/applicant is an entity, the name of the entity should appear above.
If multiple persons own the property or are applicants, an executed power of attorney from each owner will be needed.

Mailing Address of Property Owner/Applicant

Telephone Number

as owner of, or applicant with respect to, the tract(s) or parcel(s) of land in Frederick County, Virginia, identified by following property identification numbers:

do hereby make, constitute, and appoint:

Name of Attorney-In-Fact

Mailing Address of Attorney-In-Fact

Telephone Number

to act as my true and lawful attorney-in-fact for and in my name, place, and stead, with the same full power and authority I would have if acting personally, to file and act on my behalf with respect to application with Frederick County, Virginia for the following, for the above identified property:

- | | |
|--|---|
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Master Development Plan (prelim. or final) | <input type="checkbox"/> Variance or Zoning Appeal |

and, further, my attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

_____.

This appointment shall expire one year from the day that it is signed, or at such sooner time as I otherwise rescind or modify it.

Signature _____

Title (if signing on behalf of an entity) _____

State of _____, County/City of _____, To wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person who signed the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____
Registration Number: _____

**FREDERICK COUNTY
DEVELOPMENT REVIEW FEES**

Revised - 03/21/2023

COMPREHENSIVE PLAN AMENDMENT

\$3,000 non-refundable

REZONING

\$1,000 – Proffer amendments not requiring a public hearing

\$5,000 base + \$100/acre – 2 acres or less

\$10,000 base + \$100/acre

More than 2, less than 150

\$10,000 base + \$100/acre first 150

+ \$50/acre over 150 acres

SUBDIVISION

Non-Residential \$1,000 base

Design Plan \$200/lot

Plat \$100/lot

Residential (RP, R4, R5)

Design Plan \$2,500/base \$100/lot

Plat \$200/lot to 50 lots

\$100/lot over 50 lots

Rural Areas (RA)

Sketch (Design) \$2,500 base \$200/acre

Plat \$200/lot

Rural Areas (RA)

Minor – 3 lots or less \$200/lot

Lot Consolidation \$200/lot

Boundary Line Adj. \$200/lot

VARIANCE \$400

BZA APPEAL \$250

ZONING CERTIFICATION LETTER \$250

ZONING DETERMINATION LETTER \$100

**SUBDIVISION ORDINANCE
EXCEPTION** \$500

MASTER DEVELOPMENT PLAN

\$3,000 base + \$100/acre for first 150

+\$50/acre over 150 acres

CONDITIONAL USE PERMIT

Cottage Occupation \$75

Telecommunication Tower greater than 50-FT in height \$750

Other \$750

ADMINISTRATIVE TOWERS PER 165-204.19

Up to five facilities/structures \$100

Each additional facility \$50

Small Cell Facilities \$50

Co-location on an existing wireless structure \$50

SITE PLAN

Non-residential: \$2,500 base
\$200/acre to 5 acres
\$100/acre over 5 acres

Residential: \$3,500 base
\$300/unit to 20 units
\$100/unit over 20 units

Minor Site Plan: \$500 for a new site plan that does not exceed 10,000 SF of disturbed area and/or that increases existing structure area by 20% or less.

POSTPONEMENT of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to **TABLE** an agenda item \$750/occurrence.

THIRD & SUBSEQUENT PLAN REVIEWS

(Including County Attorney review) for a single development application \$500/review.

BOND MANAGEMENT

Establishment of bond \$ 500

Reduction/Release \$ 300

Replacement \$ 300

TDR PROGRAM

TDR Application Review \$300

(*Review includes TDR Letter of Intent)

TDR Certificate \$200

Certificate Ownership Transfer \$50

Receiving Property Approval \$200

Review of Sending Property

Deed Covenant \$100

Review of Deed of Transfer (Extinguishment Document)

\$100

CHAPTER 161 FEES

Installation License \$300

Septic Haulers Permit \$200

Residential Pump and Haul \$50

Commercial Pump and Haul \$500

SHORT-TERM LODGING (STL)

Permit \$200

STL Permit Renewals \$100

Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____

2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____

3. Did you have a discussion with a staff member before submitting the application?
Yes _____ No _____

4. Were you able to receive the assistance or information that you needed from the staff?
Yes _____ No _____

5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____

6. What do you think could have been done differently to make this process quicker?

7. Do you have any suggestions about what we could do to make this process work better?