



# GOOCHLAND COUNTY, VIRGINIA

## PRE-APPLICATION MEETING QUESTIONNAIRE

**PRE-APPLICATION # \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_**

The pre-application will be valid for 6 months of the initial filing date. After 6 months the application will be closed \_\_\_\_\_. A new application will be required once this application is closed.

### INTRODUCTION

A pre-application meeting shall be scheduled prior to submitting an application. The Planning and Zoning Department will provide comments on your proposal. These comments will be based on the requirements of the Zoning and Subdivision Ordinance and language in the Comprehensive Plan of the County of Goochland, and can help you in designing your site and provide you with pertinent application information.

In order to assist us in assisting you, prospective applicants are requested to provide the following information prior to scheduling a pre-application meeting. Please complete and return this questionnaire to the Goochland County Planning Office, P.O. Box 103, Goochland, VA 23063. You will be contacted to schedule a pre-application meeting. If plats, plans, deeds of easement, et cetera are available, please attach copies to the questionnaire or bring them to the meeting. For further information, call the Customer Service Center at (804) 556-5860.

### APPLICANT INFORMATION

Name of Applicant (Person/Organization):

Name	Address	Day Phone	Role/Title

E-mail Address: \_\_\_\_\_

If an architect, landscape architect, land surveyor, professional engineer, or a land planner has been retained to represent you, the information requested below should be provided for them as well. To the extent possible, all representatives of the applicant should attend the pre-application meeting, if possible.

Name	Address	Day Phone	Role/Title

Does the applicant currently own the property? (Yes / No)

If not, does the applicant have an option to purchase or lease the property? (Yes / No) Does the applicant occupy the property? (Yes / No)

**LOCATION**

Address/Location of the property: \_\_\_\_\_

Tax Map Number of the property: \_\_\_\_\_

GPIN # \_\_\_\_\_ Acct# \_\_\_\_\_

Total area of the property: \_\_\_\_\_ Total area to be rezoned: \_\_\_\_\_

Is the property in land use: Yes / No

If yes, how will this application affect participation in land use tax program: \_\_\_\_\_

**PROPOSED PROJECT**

What zoning district are you requesting: From: \_\_\_\_\_ To: \_\_\_\_\_

What is the proposed use for the property? \_\_\_\_\_

Building Permit Required: Yes / No - Plan of Development required: Yes / No

Floor Area Ratio: Proposed: \_\_\_\_\_ Required: \_\_\_\_\_

Number of cuts allow off parent tract without rezoning \_\_\_\_\_

Do you propose any new construction? (Yes / No)

Has anyone associated with the proposed application received any comments from the County of Goochland or the Virginia Department of Transportation (VDOT) staff regarding this project?

(Yes / No) If "yes," please provide the name of the staff person and briefly describe, or attach, comments that you have received:

Traffic Study Required: Yes / No If traffic study required, must be submitted one week prior to the community meeting.

**STRUCTURES AND USES**

Do you propose any additions and/or alterations to existing structure(s)? (Yes / No)

Do you propose any parking lot construction? (Yes / No)

Are you proposing to install any landscaping or fencing on the property? (Yes / No)

Describe any existing structure(s) and/or use(s) on the property and whether they will remain on the site.

Type of Structure	Size (square feet)	Use	Remain? Yes/No	Capacity (# seats, students, etc.)

Describe any proposed structure(s) and/or addition(s):

Type of Structure	Size (square feet)	Use	Capacity (# seats, students, etc.)

Is any renovation and/or demolition proposed? (Yes / No)

If "yes," please describe:

Will this project proceed in phases? (Yes /No)

If "yes," please provide the proposal for each phase in the chart below:

Phase	Use or Construction Proposed in this Phase	Length of Time Proposed to Complete Each Phase
I		
II		
III		

6. To the best of your knowledge, has there ever been a proffered rezoning, special exception or special permit applied for on this property (Yes / No)

If "Yes," please indicate the application number and date, if known, and the purpose of the proposal.

7. Please list below any issues or questions you have with regard to County codes, regulations and/or procedures regarding this project.

---

---

8. Statement of Intent: \_\_\_\_\_

---

---

---

---

---

---

\*\*\*\*\*

\_\_\_\_\_  
Signature of Applicant / Date

\_\_\_\_\_  
Signature of Property Owner(s) / Date

**TO BE COMPLETED BY THE PLANNING OFFICE PERSONNEL**

Reviewed By: \_\_\_\_\_ / \_\_\_\_\_

**Comments:**

---

---

---

---



## PRE-APPLICATION CHECKLIST For Rezoning & Conditional Use Permits

Planning Staff will complete this checklist as it pertains to your application. If an item is marked as required, you will be required to provide this information when formally filing an application.

<b>Property Information</b>	<b>Applicant Information</b>		
Street Address:	Owner Name:		
GPIN:	Applicant Name:		
Zoning:	Phone #:		
Acreage:                      Acct #:	Email Address:		
County Staff Name:	Phone:		
<b>Additional items may be required upon further review</b>	<b>REQUIRED YES</b>	<b>REQUIRED NO</b>	<b>Received (Staff Initial)</b>
<b>1. Pre-application meeting with staff</b>			
<b>2. Community Meeting Date: _____ (attach minutes to application)</b>			
<b>3. Survey Plat</b>			
<b>4. Proffers/Existing Conditions</b>			
<b>5. Traffic Study:</b> 1. Traffic count locations 2. Traffic volume projections 3. Level of Service 4. If traffic study is required, it must be submitted one week prior to the community meeting.			
<b>6. Disclosure Information</b>			
<b>7. Development Impact Study</b>			
<b>8. Conceptual Plan showing all existing and proposed uses on the site, including but not limited to the following:</b> – All building footprints (# of floors, floor area, height of building, general use of areas & size) – Building setbacks (front, side & rear) – Required parking/loading areas (size & number of parking spaces, size and location of aisles, type of surface) / screening/ buffer area (refuse & service area / Open Space / common area – Lighting – Signage /sidewalk/pedestrian facilities – Location of proposed/existing well and septic system and/or public utilities			

<ul style="list-style-type: none"> <li>- Road access/ commercial entrance</li> <li>- Screening / buffer areas (refuse &amp; service areas)</li> <li>- Road improvements / turn lanes</li> <li>- Water courses, drainage ways, ponds, wetlands, lakes and bodies of water</li> <li>- The limits of floodplain and wetlands boundaries</li> <li>- The location and general description of vegetation and existing tree canopy</li> <li>- Where applicable, the limits of any overlay districts on the property</li> <li>- Where applicable, cemeteries and easements</li> <li>- Fire lanes, dry hydrants, etc., as required</li> </ul>			
<p><b>9. Building design:</b> Floor plans and elevations for the front, sides and rear of any on-site structures proposed</p>			
<p><b>10. Landscape Plan showing all required landscaping</b></p>			
<p><b>11. Lighting Plan showing all proposed and existing lighting and fixtures. Dark Sky compliant lighting is preferable.</b></p>			
<p><b>12. Public water/sewer connection:</b> State your build out time frame and quantity (include temporary water supply).</p>			
<p><b>13. High Speed Internet Access:</b> State your plans (if any) to provide internet access to your business/development</p>			
<p><b>14. Rezoning Application Only:</b> Number of cuts allowed off parent tract without rezoning</p>			

**ALL CHECKLIST INFORMATION MUST BE RECEIVED BEFORE A FORMAL APPLICATION IS ACCEPTED. NO FEES WILL BE ACCEPTED UNTIL THE FORMAL APPLICATION IS DEEMED COMPLETE.**

Office Use Only:

Completed By: \_\_\_\_\_/\_\_\_\_\_

Received By: \_\_\_\_\_/\_\_\_\_\_



	Goochland County Policies and Procedures	Effective: 7/3/2012
	<b>Department of Planning &amp; Zoning</b>	

## APPLICATIONS ON THE PLANNING COMMISSION AGENDA

The following policy applies to all Conditional Use Permit and Rezoning Applications. The purpose of this policy is to establish a fair and consistent process to initiate the public hearing of Rezoning and Conditional Use Permit applications.

Effective July 3, 2012, Community Development staff will adhere to the following processes for each new Rezoning application and Conditional Use Permit applications.

### **1. Pre-Application – Required**

Pre-consultation is a vital part of the application review and approval process; therefore, applications will not be scheduled for the Planning Commission without the benefit of a pre-application meeting.

- a. The applicant shall file a Pre-application with the Planning & Zoning office. There are no fees associated with this application. This Pre-application will address items on the Pre-application checklist and be sufficiently complete for staff to evaluate the requested use(s).
- b. With submittal of the Pre-application, the application becomes public, and Staff shall advise the Board of Supervisors and the Planning Commission of the pre-application.
- c. Community Development staff shall meet with the applicant as often as necessary to evaluate: the intended use(s), compliance with the Comprehensive Plan, applicable zoning and/or sub-division regulations, project design, roadways and vehicular circulation, water/sewer/septic, site development requirements, etc.
- d. Applicants are encouraged to consult with Community Development staff regarding the following matters prior to the applicant's initial community meeting:

#### Site Design/Conceptual Plan

- The applicants should provide site and building plans sufficient to exhibit the location, character, extent, configuration, and other design components of the proposed improvements. It is anticipated that several study alternatives may be generated in this pre-application phase.
- If so requested by staff, applicants shall provide alternative project designs that avoid development of potentially challenging portions of the site.

#### Transportation

- Roadway improvements, both on and off-site, deemed necessary for the proposed project shall be determined on a case-by-case basis by the staff in cooperation with the applicant and VDOT. A Traffic Impact Analysis may be required by either County or VDOT staff. VDOT "warrant criteria" for improvements (turn lanes, signalization, etc.) will be considered as part of the Pre-application process, but County staff shall recommend improvements including recommendations that may exceed VDOT criteria.

	Goochland County Policies and Procedures	Effective: 7/3/12
	<b>Department of Planning &amp; Zoning</b>	

Environmental

- Applicants shall provide, if deemed necessary, sufficiently accurate and comprehensive soil and hydrology studies so that potential water supply and septic system issues may be identified. The applicant shall generally identify the location of flood plain, wetland, streams, and other environmentally sensitive areas that exist on the site.

Adjacent Property/Community Impacts

- The applicant shall identify potential impacts on adjacent properties, which may include visual, noise, or odor impacts. The applicant shall also be prepared to commit to methods to mitigate these impacts.

**2. Community/Neighborhood Meeting – Required**

The applicant shall:

- a. Convene a legitimate and participatory meeting with neighborhoods and property owners abutting the proposed project.
- b. Schedule the meeting at a time and place suitable for potential attendees **(at least a two week notice)**, including the Planning Commissioner and Board of Supervisor member from the election district. Notice shall also be sent to all other Planning Commissioners and Supervisors. **Letters to adjoining property owners shall provide the date, time and location of meeting, and explain the application in detail.**
- c. Notify the Planning Office before scheduling community meeting to ensure no conflicts.
- d. Inform citizens of the location, character, and extent of the project. Applicant shall explain what is being requested and provide a conceptual plan and information, so attendees have a clear understanding of what is being proposed.
- e. Participate in dialogue with the attendees and present sufficiently detailed information so that meaningful discussion is possible.
- f. Submit to the County staff summary minutes of the meeting, including the major topics discussed, issues raised and what, if any, changes will be made to the project resulting from the meeting. A list of attendees and presenters shall be included in the summary minutes. Please use the attached sign-in sheet. Sign-ins who indicate a desire to be notified of the Planning Commission meeting will be forwarded official notification of Planning Commission two weeks in advance of the meeting.

	Gochland County Policies and Procedures	Effective: 7/3/12
	<b>Department of Planning &amp; Zoning</b>	

### **3. Formal Application - Required**

- a. For placement on the *following* month's Planning Commission agenda, the applicant shall file a formal application with the Planning & Zoning office by the first

Wednesday of the month. The application shall include, but not be limited to, the following items:

- Completed and signed application
  - Fee (based on application & acreage – see fee schedule)
  - Checklist from Pre-Application stage *with all required items*
- b. Staff shall review the application within five (5) working of the submittal. The applicant will be notified in writing of the status of the application.
- If Staff deems the application complete, it will be placed on the following month's Planning Commission agenda.
  - If Staff deems the application incomplete, staff will provide the applicant a list of required information and a timeframe in which to submit required items. If required items are not submitted within the specified timeframe, the application will not be placed on the following month's Planning Commission agenda.

-end-

	Goochland County Policies and Procedures	Effective: 6/10/14
	<b>Department of Planning &amp; Zoning</b>	



## COMMUNITY/NEIGHBORHOOD MEETING POLICY

The following policy applies to all Community/Neighborhood meetings for rezoning's, CUPs, and variances. The purpose of this policy is to ensure timely and informative community/neighborhood meetings before an application is officially filed in the Planning office.

### The applicant shall:

- Convene a legitimate and participatory meeting with neighborhoods and property owners abutting the proposed project.
- Schedule the meeting at a time and place suitable for potential attendees **(at least a two week notice)**, including the Planning Commissioner and Board of Supervisor member from the election district. Notice shall also be sent to all other Planning Commissioners and Supervisors. **Letters to adjoining property owners shall provide the date, time and location of meeting, and explain the application in detail.**
- Notify the Planning Office before scheduling community meeting to ensure no conflicts.
- Inform citizens of the location, character, and extent of the project. Applicant shall explain what is being requested and provide a conceptual plan and information so attendees have a clear understanding of what is being proposed.
- Participate in dialogue with the attendees and present sufficiently detailed information so that meaningful discussion is possible.
- Submit to the County staff summary minutes of the meeting, including the major topics discussed, issues raised and what, if any, changes will be made to the project resulting from the meeting. A list of attendees and presenters shall be included in the summary minutes. Please use the attached sign-in sheet. Sign-ins who indicate a desire to be notified of the Planning Commission meeting will be forwarded official notification of Planning Commission two weeks in advance of the meeting.

Goochland County Planning and Zoning Department staff shall attend the meeting to introduce the application, answer questions pertaining to the review process for the application and the tentative schedule.



## COMMUNITY MEETING – SIGN-IN SHEET

Name: \_\_\_\_\_

Date/Location/Time: \_\_\_\_\_

**PLEASE PRINT**

Name	Email Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

**PLEASE PRINT**

Name (print)

Email Address

13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		

	Goochland County Policies and Procedures	Effective: 6/10/14
	<b>Department of Planning &amp; Zoning</b>	

**AFFIDAVIT - NOTICE OF COMMUNITY MEETING TO  
ADJACENT PROPERTY OWNERS**

I \_\_\_\_\_, the undersigned applicant, after being duly sworn, deposes and says that written notice has been given to all owners, of all abutting property and property immediately across the street or road from the property affected in the case of \_\_\_\_\_ Tax Map # \_\_\_\_\_ GPIN \_\_\_\_\_. That notice was sent by first class mail to the last known address of such owner or owners as shown on the current real estate tax assessment provided by Goochland County.

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public