



## Zoning Text Amendment Application Form

**Planning Department**  
**801 Crawford Street, Portsmouth, Virginia 23704**  
**757-393-8836**

[www.portsmouthva.gov/181/Planning-Department](http://www.portsmouthva.gov/181/Planning-Department)

- Notes:**
1. A Pre-Application Conference with the Planning Staff is **strongly recommended** prior to submission of a Zoning Text Amendment application.
  2. A Zoning Text Amendment may be granted by City Council to amend the Zoning Ordinance in accordance with procedures and standards outlined in [Section 40.2-532](#) of the City's Zoning Ordinance.
  3. Applicants are encouraged to consult the City's Zoning Ordinance prior to submitting their application.
  4. The Zoning Text Amendment application process typically takes at least four (4) months.
  5. Applications are due at 5:00 PM on the date listed in the [Planning Commission meeting schedule](#), which can be found on the Planning Department website.
  6. A staff coordinator will be assigned to your application and ensure the application is complete. Applications will not be advertised and will not be included on the Planning Commission agenda if they are incomplete. Completed applications will be routed to pertinent City departments for comment. Meeting notices will be mailed to affected property owners to allow public comment. Staff will write a staff report that includes a recommendation for the application.
  7. Zoning Text Amendment applications are first heard at a Planning Commission public hearing. Planning Commission meets the first Tuesday of each month at 1:30 PM. Planning Commission will make a recommendation to City Council whether to approve or deny the application.
  8. Applications will then be heard at one or two City Council public hearings, typically the following month. [City Council meetings](#) are held the second and fourth Tuesdays of each month.
  9. On their own initiative or at the request of the applicant, Planning Commission and City Council may also defer consideration of an application to a future meeting.
  10. Applicants are advised to be prepared to provide a brief presentation of the application and answer questions at the Planning Commission and City Council Public Hearings.
  11. The final decision will be made by City Council, which approves or denies Zoning Text Amendment applications at their legislative discretion.
  12. If City Council approves an application on first reading, then no additional reading shall be required and the application shall be deemed finally approved. If City Council denies an application on first reading, then at the discretion of City Council there may be a second reading of the application at a subsequent meeting of the City Council. If the application is approved on a second reading, then the application shall be deemed finally approved. If the application is denied on a second reading, or if City Council declines to hold a second reading, then the application shall be deemed finally denied.
  13. The Zoning Text Amendment Application Fee is \$880 or fee as established in City Code [Appendix A](#) Portsmouth Fee Schedule.
  14. Fees are typically non-refundable once the application has been advertised.
  15. Submit applications by email to [mervinea@portsmouthva.gov](mailto:mervinea@portsmouthva.gov) and [chopj@portsmouthva.gov](mailto:chopj@portsmouthva.gov) or to City of Portsmouth, Planning Department 4th Floor, 801 Crawford Street, Portsmouth, VA 23704

**1. General Project Information**

Submission Date:	
Zoning Ordinance Section(s) Proposed to be Amended	

## 2. Written Description of Request

*Provide narrative on separate sheet(s).*

Whether to amend the text of this Ordinance or the Zoning Map is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to adopt or disapprove the proposed amendment, the City Council may consider any factor it deems applicable and consistent with the Code of Virginia, including but not limited to the City's comprehensive plan, and the public health, safety, and general welfare.

Provide a written narrative that, at a minimum, covers the following information.

- A. Relevant code section(s) to be amended and proposed changes to the Zoning Ordinance.
- B. Whether and the extent to which the proposed amendment is consistent with the comprehensive plan and any other applicable and adopted long range planning documents;
- C. Whether the proposed amendment is in conflict with any provision of the Zoning Ordinance and any other regulations contained in the City Code or other applicable regulations;
- D. Whether and the extent to which there are changed conditions that require an amendment;
- E. Whether and the extent to which the proposed amendment addresses a demonstrated community need;
- F. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern;
- G. Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, floodplains, wetlands, and the natural functioning of the environment; and
- H. Whether and the extent to which the proposed amendment will have a positive effect on the City's desired balance between residential and nonresidential uses.

## 3. Applicant Information

Applicant Name:			
Mailing Address:			
Phone Number(s):			
Email Address:			

## 4. Applicant Certification

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application and any attachments and supplemental information submitted with the application.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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## Submittal Requirements

*Submit digital copies of all required documents. Hard copies of some documents may be required.*

### A. GENERAL INFORMATION

	Pre-Application Conference completed (recommended)
	Zoning Text Amendment Application (signed and completely filled out with all required information included)
	\$880 Zoning Text Amendment Application Fee or fee as established in City Code Appendix A Portsmouth Fee Schedule
	Any additional information determined to be required by the Planning Department

### B. DETAILED PROJECT NARRATIVE (To be submitted on separate sheets)

	Written project narrative including all information listed in Section 2 above.
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