



801 Crawford Street, Portsmouth, Virginia 23704

Rezoning (Zoning Map Amendment) Application Form

www.portsmouthva.gov/181/Planning-Department

Notes:

1. A Pre-Application Conference is mandatory prior to submission of an application for a Rezoning (Zoning Map Amendment).
2. A Rezoning may be granted by City Council to amend the Zoning Map in accordance with procedures and standards outlined in Section 40.2-532 of the City's Zoning Ordinance.
3. The City Council may not apply conditions of approval to a Zoning Map amendment application.
4. An applicant for Rezoning may voluntarily proffer reasonable conditions, which shall apply to the subject property, by submitting a written statement by the owner. If proffers are being offered, the proffers may not be less restrictive than the requested zoning district standards and may not be amended after the public notification of the public hearing for the application has been sent.
5. Applicants are encouraged to consult the City's Zoning Ordinance prior to submitting their application. Chapter 40.2 Article III contains site design requirements.
6. Applicants are encouraged to speak with adjoining property owners and/or nearby civic leagues concerning proposed plans.
7. The Rezoning application process takes at least four (4) months.
8. Applications are due at 5:00pm on the date listed in the Planning Commission schedule.
9. A staff coordinator will be assigned to your application and ensure the application is complete. The completed application will be routed to other City departments for comment. Meeting notices will be mailed to adjacent property owners to allow public comment. Staff will write a staff report that includes a recommendation for the application.
10. Applications will not be advertised and will not be included on the Planning Commission agenda if they are incomplete.
11. Planning Commission meets the first Tuesday of each month at 1:30 PM. See the Planning Department website for the Planning Commission meeting schedule.
12. Applications will then be heard at two (2) City Council meetings, typically the following month, which are held the second and fourth Tuesdays of each month.
13. **The Rezoning (Zoning Map 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.**

1. General Project Information

| | | | |
|----------------------------------------|------------------------------|-----------------------------|--|
| Submission Date: | | | |
| Project Address: | | | |
| Project/Development Name: | | | |
| Tax Parcel Identification Number: | | Lot Area (in square feet): | |
| Current Zoning District: | | Proposed Zoning District: | |
| Does the application include proffers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

2. Written Description of Request

Include answers to A – F below. Provide narrative on separate sheet(s).

Written project narrative including existing uses, proposed uses, and all site operations and activities. Include pertinent details of the proposed Rezoning including but not limited to proposed or existing development name, zoning district(s) and existing use(s) of adjacent parcels including across any streets, project address and parcel number(s) and name, address, telephone number, and seal number of all design professionals participating in the development application .

Ensure that A-F below are covered in the narrative.

- A. Describe how existing conditions have changed, thereby making the proposed amendment valid.
- B. Describe how the proposed amendment furthers the objectives of the comprehensive plan.
- C. Describe why the proposed rezoning is necessary.
- D. Describe the proposed use of the rezoned property including the proposed types of site improvements, buildings, and proposed activities.
- E. Describe the existing conditions on the property including existing land uses, existing buildings, and the existing land uses and zoning districts on the abutting properties.
- F. Provide a written description of any proffers that will be included in this application.

3. Primary Point of Contact Information

| | | | |
|--------------------------------|--|--|--|
| Primary Point of Contact Name: | | | |
| Mailing Address: | | | |
| Phone Number(s): | | | |
| Email Address: | | | |

4. Property Owner Information (if different from primary point of contact)

The property owner must sign the property owner consent box. See item number 5 below.

| | | | |
|------------------------------|--|--|--|
| Property Owner Contact Name: | | | |
| Mailing Address: | | | |
| Phone Number(s): | | | |
| Email Address: | | | |

5. Property Owner Consent

The names, addresses, telephone numbers, and signatures of all owners of the property are required.

Please attach additional sheets as needed.

If a legal representative signs for a property owner, please attach an executed power of attorney.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

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|------------------------------------------------|--|---------------------|--|
| Property Owner or Authorized Signature: | | Date Signed: | |
|------------------------------------------------|--|---------------------|--|

If a business entity owns the property, provide the name and title of the individual authorized to sign the business entity.

| | | | |
|-------------------------------------|--|----------------|--|
| Name of Person Authorized to Sign: | | | |
| Title of Person Authorized to Sign: | | | |
| Mailing Address: | | | |
| Phone Number: | | Email Address: | |

6. Applicant Signature

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

| | | | |
|-----------------------------|--|---------------------|--|
| Applicant Signature: | | Date Signed: | |
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|--------------------------|--|--------------------------------|--|
| OFFICE USE ONLY | | Case Number (Tidemark): | |
| Received By: | | Received Date: | |
| Accepted as Complete By: | | Accepted Date: | |

See Submittal Requirements Checklist on Page 3

Submittal Requirement Checklist

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

A. GENERAL INFORMATION

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|------------------------------------------------------------------------------------------------------------|
| Pre-Application Conference completed |
| Rezoning (Zoning Map Amendment) Application (completely filled out with all required information included) |
| \$880 Rezoning application fee or fee as established in City Code Appendix A Portsmouth Fee Schedule |
| If Rezoning request includes proffers, a proposed proffer statement in accordance with Sec. 40.2-532(E) |
| Conceptual Master Plan (if applicable) |
| Any additional information determined to be required by the Planning Department |

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

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| Written project narrative including all information listed in Section 2 above |
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C. BUILDING AND OTHER PROJECT DETAILS (To be submitted on separate sheets)

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| Elevation for each building facade (if proposing new construction or building rehabilitation) |
| Description of the type of material(s) used on each façade elevation (if proposing new construction or building rehabilitation) |
| Proposed building height(s) in feet and stories (if proposing new construction or building rehabilitation) |
| Amount of fenestration on the ground floor and upper floor front façade areas of a commercial building (if applicable) See City Code Section 40.2-217(2)(g) for details. |
| Traffic Impact Analysis (TIA) (100 trips at peak periods or 1,000 trips per day) (if required) |

D. SITE PLAN DRAWN AT SCALE

A conceptual plan of the proposed site layout that includes the following:

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current survey of property |
| Date prepared |
| Proposed land use(s) on the site |
| Existing land use(s) on the site (if applicable) |
| Legal (metes and bounds) Description of Property |
| Current flood zones on the property (if applicable) |
| Chesapeake Bay Resource Protection Area Delineations (if applicable) |
| Wetland Areas (if applicable) |
| All easements with dimensions and designation as to type (if applicable) |
| Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground (if applicable) |
| Location of existing curb cuts, private and public streets, pedestrian walkways, and lighting facilities (if applicable) |
| Location of vehicular site access and off-street parking areas including number of spaces (if applicable) See City Code Section 40.2-301 for details. |
| Screening devices and techniques for all ground-based and roof-mounted utility equipment (if applicable) |
| Location of all trash collection areas, including dumpster pads and screening features (if applicable) See City Code Section 40.2-304(F) for details. |
| Location, size, and species of any required landscaping and screening (if applicable) See City Code Section 40.2-304 for details. |
| Location, height, and materials of proposed fences or walls (if applicable) See City Code Section 40.2-305 for details. |
| Location, height, and materials of proposed site lighting (if applicable) See City Code Section 40.2-306 for details. |
| Approximate location and type of proposed signage (if applicable) |