

# MIDDLESEX COUNTY

Department of Planning and Community Development  
P.O. Box 427, Saluda, VA 23149  
Phone: 804-758-3382 Fax: 804-758-0061

## REZONING / ORDINANCE / PROFFER AMENDMENT SUBMISSION REQUIREMENTS

In order to expedite the review of Rezoning applications, please be sure that all of the following items have been included in your Rezoning application. Please return this completed checklist with the application to assure that all items have been addressed. All Rezoning applications must adhere to the regulations found in the Middlesex County Zoning Ordinance.

- Completed rezoning / ordinance amendment application.
- Rezoning application fee of \$500 plus \$10 per acre.
- Ordinance Amendment application fee of \$400.
- Proffer Amendment application fee of \$400.
- For Rezoning Applications, a vicinity map showing property lines, streets and roads and existing and proposed zoning.
- For conditional Rezoning applications, any proffers for consideration must be submitted in writing and attached to this completed application in a format acceptable to the Planning Director and County Attorney.
- All applications for Rezoning to the MH District must include a site plan showing the layout of the internal park improvements required by Article 13 of the Zoning Ordinance.
- Any other information which the Zoning Administrator may reasonably determine to be necessary for the proper evaluation of the application.

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### CERTIFICATION:

I hereby certify that the attached plans and this completed application form contain all the required information for a Rezoning application in accordance with the Middlesex County Zoning Ordinance. I understand that the submission of incomplete or inaccurate information may delay the processing of this Rezoning application.

\_\_\_\_\_  
Applicant's Signature

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## REZONING / ORDINANCE / PROFFER AMENDMENT APPLICATION

### OFFICE USE ONLY

Application #: \_\_\_\_\_

Ordinance Amendment Classification/Fee:  Rezoning (\$500 + \$10 per acre): \_\_\_\_\_

Ordinance Amendment (\$400)  Proffer Amendment (\$400)

Tax Query:  Current  Delinquent

Planning Commission Hearing Date: \_\_\_\_\_ Recommendation:  Approved  Denied

Board of Supervisors Hearing Date: \_\_\_\_\_ Decision:  Approved  Denied

Conditions/Comments: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

### APPLICANT INFORMATION

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY INFORMATION

Parcel Number(s): \_\_\_\_\_ E911/Street Address: \_\_\_\_\_

Magisterial District: \_\_\_\_\_ Lot Size (in Acres): \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use (If Rezoned): \_\_\_\_\_

### REZONING / ORDINANCE AMENDMENT REQUEST

Pursuant to Article 20 of the Middlesex County Zoning Ordinance, I, (We) \_\_\_\_\_,

do hereby petition the Middlesex County Board of Supervisors with the following request:

- Text amendment modifying Section(s) \_\_\_\_\_ of the Middlesex County Zoning Ordinance.
- Text amendment modifying Section(s) \_\_\_\_\_ of the Middlesex County Subdivision Ordinance.
- Map amendment modifying the Zoning District Classification of parcel(s) or portions of parcel(s) \_\_\_\_\_ from the \_\_\_\_\_ zoning district to the \_\_\_\_\_ zoning district.
- Map amendment modifying the approved proffered conditions of parcel(s) or portions of parcel(s) \_\_\_\_\_

Why is the rezoning / ordinance amendment being requested? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the relationship of the proposed rezoning / ordinance amendment to the Middlesex County Comprehensive Plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT STATEMENT**

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Middlesex County Zoning Ordinance as written and also with the description contained in this application.

\_\_\_\_\_  
Applicant's Signature (if not Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature (if not Property Owner)

\_\_\_\_\_  
Date

**PROPERTY OWNER(S) STATEMENT**

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, that development and/or construction will conform with the regulations as set forth in the Middlesex County Zoning Ordinance as written and also with the description contained in this application, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for a rezoning / ordinance amendment as set forth in the Middlesex County Zoning Ordinance as written.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**CONDITIONS**

1. This permit application is not valid unless all property owner(s) signatures are affixed and dated.
2. All permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Middlesex County.
3. For conditional rezoning applications, any proffers for consideration must be submitted in writing and attached to this completed application in a format acceptable to the Planning Director and County Attorney.
4. The property owner states that no application for substantially the same change in zoning district classification of the above property has been acted on by the Board of Supervisors within twelve (12) months prior to the date of this application.