



**Request for Postponement or to Table  
a Development Application**

**County of Frederick, Virginia**  
Frederick Planning Web Site: [www.fcva.us](http://www.fcva.us)

Department of Planning & Development, County of Frederick, Virginia,  
107 North Kent Street, Suite 202 Winchester, Virginia 22601  
Facsimile 540-665-6395 Phone 540-665-5651

Date: \_\_\_\_\_  
Application Number: \_\_\_\_\_

In connection with the development application known as \_\_\_\_\_,  
I hereby request a \_\_\_\_\_ month/day (*circle one*) postponement of the Planning Commission  
/ Board of Supervisors' consideration of the application.

Please be advised that this is a voluntary request on my part, and I will not contest the fact that the Planning Commission may not make a recommendation to the Board of Supervisors within 100 days, as is otherwise required by Section 15.2-2285(B) of the Code of Virginia, to the extent that any delay is the result of the postponement/tabling per this request. If this is a rezoning matter, I also will not contest the fact that the Board of Supervisors may not act on my application within one year, as is otherwise provided by Section 15.2-2286(A)(7) of the Code of Virginia and Section 165-11 of the County Code, to the extent that any delay is the result of the postponement/tabling per this request.

I acknowledge that the Planning Commission / Board of Supervisors are not obligated to grant the postponement / tabling which I have requested. I also understand that if my request is granted and if the County has already incurred a financial obligation for advertising the matter for public hearing/meeting, a \$500.00 fee is due and shall be promptly paid to the Department of Planning and Development. This fee covers the County's additional costs incurred in publishing advertisements of the rescheduled public hearing/meeting date(s), which advertisements are required under state law.

Sincerely,

\_\_\_\_\_

*If applicant is other than Owner, the Special Limited Power of Attorney Form must be submitted with this application.*