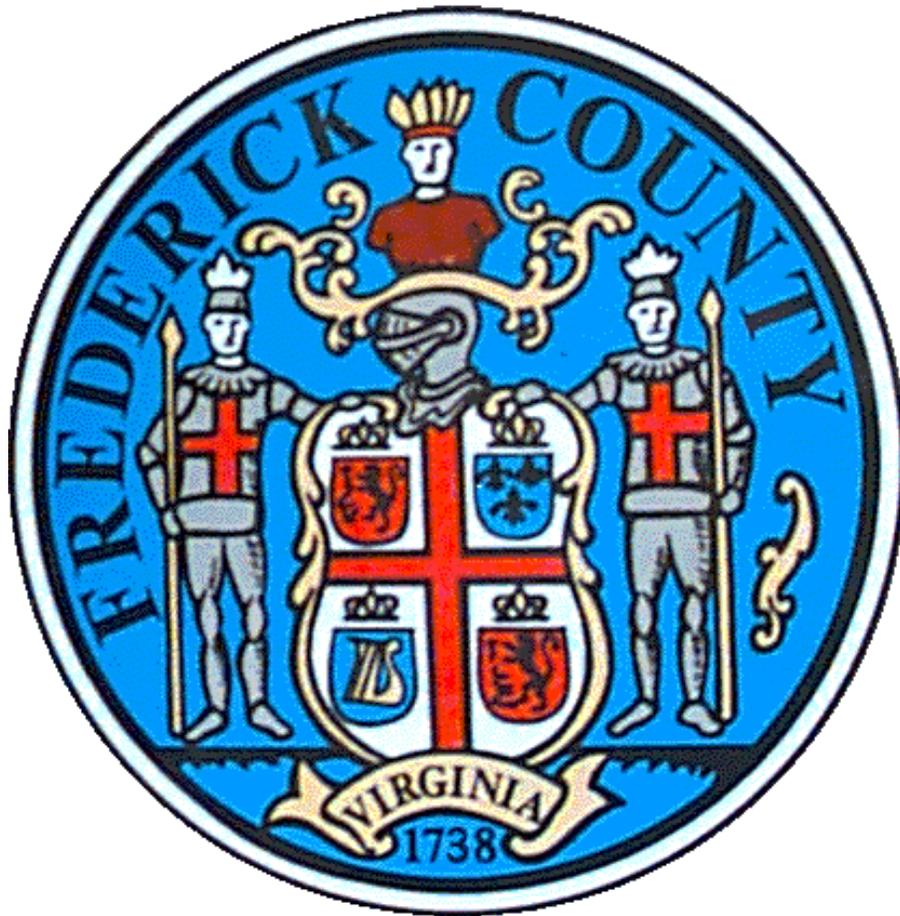


# CONDITIONAL USE PERMIT APPLICATION PACKAGE



## Frederick County, Virginia

Department of Planning and Development  
107 North Kent Street  
North Building, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: [www.fcva.us](http://www.fcva.us)

(Revised 01/16/18)

**TABLE OF CONTENTS**  
**APPLICATION FOR CONDITIONAL USE PERMIT**  
**FREDERICK COUNTY, VIRGINIA**

Application Instructions.....2

Conditional Use Permit Application Form .....5

Adjoining Property Owners ..... 6-7

Property Sketch Page .....8

Review Agency Comments..... 10-16

    Virginia Department of Transportation .....10

    Frederick County Fire Marshal.....11

    Frederick County Inspections .....12

    Frederick Water.....13

    Frederick-Winchester Health Department .....14

    City of Winchester .....15

    Winchester Regional Airport .....16

    Historic Resources Advisory Board.....17

Special Limited Power of Attorney Form.....19

Development Review Fee Schedule .....20

Application Process Evaluation .....21

Request for Postponement or to Table a Development Application.....22

## CONDITIONAL USE PERMIT - APPLICATION INSTRUCTIONS

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible. In order to be heard by the Planning Commission on a particular date, all materials must be submitted prior to a cut-off date established during the previous month. The specific cut-off date is established each month in order to meet advertising requirements specified by the Code of Virginia. Check with the Planning Staff for cut-off date.

All property identification numbers (PIN) and deed book numbers and pages may be obtained from the Office of the Commissioner of the Revenue, 107 N. Kent Street, Winchester, Virginia (located next to the Judicial Center). Be prepared to supply that office with the owner's name and the date the property was purchased. Questions 4, 5 and 6 can be answered by referring to the deed to the property or the Commissioner of the Revenue's records. Zoning information should be obtained from the office of Planning and Development.

### **PLEASE ATTACH THE FOLLOWING IN SUPPORT OF THIS APPLICATION:**

1. A sketch of the property showing proposed and/or existing structures on the property, including measurements to all property lines. A recorded plat is the best thing to use for this if available.
2. Completed comment sheets from pertinent review agencies. Blank comment sheets are attached. A copy of the completed application form and location map should also be submitted to the review agencies to assist them with their review. It is the responsibility of the applicant to contact these agencies, obtain their comments, and submit the completed comment sheets to the Department of Planning and Development, along with the application, by the cut-off date.
3. A statement verifying that taxes have been paid. This may be obtained from the Treasurer's Office at 107 North Kent, Winchester.

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A Conditional Use Permit application is heard first by the Planning Commission at a public hearing. The Planning Commission will make a recommendation to the Board of Supervisors. The Board will take final action at a public hearing scheduled at a later date after the Planning Commission meeting. Check with the planning staff regarding dates for both hearings. Notice of public hearings for both the Planning Commission and Board of Supervisors will be mailed to you. **The applicant must be represented at the public hearings.** Planning Commission public hearings are held on the first and third Wednesdays of the month at 7:00 p.m. and the Board of Supervisors' public hearings for conditional use permits are generally held at 7:15 p.m. on the second and fourth Wednesdays of each month. Both meetings are held in the Board Room of the Frederick County Administration Building, 107 North Kent Street, Winchester, Virginia.

There is a set fee for this application (see attached fee schedule). Upon submittal of your completed application, a sign will be issued to you. **At least seven days prior to the first public hearing, the sign must be placed at the front of the property line and be maintained so as to be visible from the road or right-of-way until after both public hearings. Failure to post the sign could result in your application being tabled.** The Conditional Use Permit application fee is due upon submittal of the completed application.

\*\*Please make checks payable to "Treasurer of Frederick County".

**PLEASE NOTE: THE APPLICATION FORM WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION AND COMMENT SHEETS HAVE BEEN SUBMITTED.**

If you have any general questions or need assistance in completing this application, please contact the Department of Planning and Development at (540) 665-5651.

---



Submittal Deadline	_____
P/C Meeting	_____
BOS Meeting	_____

**APPLICATION FOR CONDITIONAL USE PERMIT  
FREDERICK COUNTY, VIRGINIA**

1. Applicant (check one): Property Owner \_\_\_\_\_ Other \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

2. Please list all owners, occupants, or parties in interest of the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The property is located at: (please give exact directions and include the route number of your road or street)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The property has a road frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet and consists of \_\_\_\_\_ acres. (Please be exact)

5. The property is owned by \_\_\_\_\_ as evidenced by deed from \_\_\_\_\_ (previous owner) recorded in deed book no. \_\_\_\_\_ on page \_\_\_\_\_, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) \_\_\_\_\_  
Magisterial District \_\_\_\_\_  
Current Zoning \_\_\_\_\_

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

8. The type of use proposed is (consult with the Planning Dept. before completing):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. It is proposed that the following buildings will be constructed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear and in front of (across street from) the property where the requested use will be conducted. (Continue on back if necessary.)  
These people will be notified by mail of this application:

Name and Property Identification Number	Address
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	

Name and Property Identification Number	Address
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
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Property #	
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Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	

11. Please use this page for your sketch of the property. Show proposed and/or existing structures on the property, including measurements to all property lines.

12. Additional comments, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

I (we), the undersigned, do hereby respectfully make application and petition the governing body of Frederick County, Virginia to allow the use described in this application. I understand that the sign issued to me when this application is submitted must be placed at the front property line at least seven (7) days prior to the first public hearing and maintained so as to be visible until after the Board of Supervisors' public hearing. Your application for a Conditional Use Permit authorizes any member of the Frederick County Planning Commission, Board of Supervisors or Planning and Development Department to inspect your property where the proposed use will be conducted.

Signature of Applicant \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Owners' Mailing Address \_\_\_\_\_

Owners' Telephone No. \_\_\_\_\_

<p><b><u>TO BE COMPLETED BY THE ZONING ADMINISTRATOR:</u></b></p> <p><b>USE CODE:</b> _____</p> <p><b>RENEWAL DATE:</b> _____</p>
---

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Virginia Department of Transportation**

**Mail to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
14031 Old Valley Pike  
Edinburg, Virginia 22824

**Hand deliver to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
2275 Northwestern Pike  
Winchester, Virginia 22603

The local office of the Transportation Department is located at 2275 Northwestern Pike in Winchester if you prefer to hand deliver this form.

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Virginia Department of Transportation Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VDOT Signature & Date: \_\_\_\_\_

**Notice to VDOT - Please Return Form to Applicant**

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Frederick County Fire Marshal**

**Mail to:**

Frederick County Fire Marshal  
1800 Coverstone Drive  
Winchester, Virginia 22602  
(540) 665-6350

**Hand deliver to:**

Frederick County Fire & Rescue Dept.  
Attn: Fire Marshal  
Public Safety Building  
1800 Coverstone Drive  
Winchester, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Marshal's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Marshal's Signature & Date: \_\_\_\_\_

**Notice to Fire Marshal - Please Return This Form to the Applicant**

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Frederick County Inspections Department**

**Mail to:**

Frederick County Inspections Department  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
(540) 665-5650

**Hand deliver to:**

Frederick County Inspections Department  
Attn: Building Official  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Official's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Official's Signature & Date: \_\_\_\_\_

**Notice to Inspections Department - Please Return This Form to the Applicant**

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Winchester-Frederick County Health Department**

**Mail to:**

Frederick-Winchester Health Department  
Attn: Sanitation Engineer  
107 North Kent Street  
Winchester, Virginia 22601  
(540) 722-3480

**Hand deliver to:**

Frederick-Winchester Health Department  
Attn: Sanitation Engineer  
107 North Kent Street, Suite 201  
Winchester, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Frederick-Winchester Health Department's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Dept. Signature & Date: \_\_\_\_\_

**Notice to Health Department - Please Return This Form to the Applicant**

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Frederick Water**

**Mail to:**

Frederick Water  
Attn: Engineer  
P.O. Box 1877  
Winchester, Virginia 22604  
(540) 868-1061

**Hand deliver to:**

Frederick Water  
Attn: Engineer  
315 Tasker Road  
Stephens City, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Frederick Water Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Frederick Water Signature & Date: \_\_\_\_\_

**Notice to Frederick Water - Please Return This Form to the Applicant**

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**City of Winchester**

**Mail to:**

Winchester City Planning Department  
Attn: Planning Director  
15 North Cameron Street  
Winchester, Virginia 22601  
(540) 667-1815

**Hand deliver to:**

Winchester City Planning Department  
Attn: Planning Director  
Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Winchester Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Winchester - Signature & Date: \_\_\_\_\_

**Notice to City of Winchester - Please Return This Form to the Applicant**

**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Winchester Regional Airport**

**Mail to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
Winchester, Virginia 22602  
(540) 662-2422

**Hand deliver to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
(Rt. 645, off of Rt. 522 South)  
Winchester, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Winchester Regional Airport Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Winchester Regional Airport - Signature & Date:** \_\_\_\_\_

**Notice to Winchester Regional Airport - Please Return Form to Applicant**



## COUNTY of FREDERICK

Department of Planning and Development  
540/665-5651  
FAX: 540/665-6395

### **THE HISTORIC RESOURCE ADVISORY BOARD REVIEW APPLICATION & APPLICATION PROCEDURES**

#### **MEETING**

The Historic Resources Advisory Board (HRAB) meets on the third Tuesday of every month, please refer to the HRAB meeting schedule. These meetings are held at 6:30 p.m. in the Executive Sessions Room in the Board of Supervisors Room on the first floor of the Frederick County Administration Building at 107 North Kent Street. The deadline for all HRAB meetings is approximately three weeks prior to the scheduled meeting date. To verify meeting dates and deadlines or for questions, please call 540-665-5651. Please submit all applications to the Department of Planning and Development, 107 North Kent Street, Suite 202, Winchester, Virginia 22601. **THE APPLICANT OR HIS/HER APPOINTED REPRESENTATIVE MUST BE PRESENT AT THE MEETING.**

#### **SUBMISSION**

The applicant must submit a completed Historic Resource Advisory Board Review application form and the accompanying materials listed below for reviews of rezonings, master development plans and conditional use permits:

- Copy of Rezoning, Master Development Plan, Conditional Use Permit application and supporting materials, including at a minimum:
- Completed land use application
- Impact analysis required by Section 165-102.05 of the Frederick County Zoning Ordinance, including the location of historic structures and sites in relation to the site and impacts on those historic structures and sites
- Any rezoning proffers proposed by the applicant to preserve historic and archaeological resources on the site pursuant to Section 165-102.06 of the Zoning Ordinance.
- Generalized Development Plan, Master Development Plan, Conditional Use Site Plan for the property, if available, showing the type and location of proposed new development and the treatment of any historic structures and features on the site;
- Description of proposed development or construction project, including proposed uses and general timeframe for development;
- Status of any identified historic or archaeological resources on the site or adjacent to the site (e.g., located in any identified historic area, survey area, or battlefield site or individually listed on a local, state or national historic register, relevant information on record with the Virginia Department of Historic Resources) and presence of other historic structures or significant landscape features or archaeological sites;
- Photographs (color) of all historic resources on the property, including interior views that identify the character and defining features of the site. These photographs need to show all existing buildings and the relationship of the proposed project to the surrounding streetscape and landscape.

**HISTORIC RESOURCE ADVISORY BOARD  
REVIEW APPLICATION**



Frederick County  
107 North Kent Street, Suite 202  
Winchester, Virginia 22601  
Telephone: (540) 665-5651  
Fax: (540) 665-6395

**MEETING DATE**

**DATE STAMP**

<b>ADDRESS OF PROJECT:</b>	
<b>PROPERTY OWNERS NAME:</b>	<b>TELEPHONE NUMBER:</b>
<b>PROPERTY OWNERS ADDRESS:</b>	
<b>ARCHITECT/DEISGNER:</b>	<b>TELEPHONE NUMBER:</b>

Description of Application: Please describe briefly the request of the application: (rezoning, master development plan, conditional use permit). **Please be specific.**

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**This application is not complete until all of the following information has been provided to the Department of Planning and Development. Please check the materials that have been submitted.**

- \_\_\_\_\_ Copy of required application as described in 1.1 (1.1.1-1.1.4)
- \_\_\_\_\_ Description of proposed development or construction project, including proposed uses and general timeframe for development (1.2)
- \_\_\_\_\_ Status of any identified historic or archaeological resources on the site or adjacent to the site (e.g., located in any identified historic area, survey area, or battlefield site or individually listed on a local, state or national historic register, relevant information on record with the Virginia Department of Historic Resources) and presence of other historic structures or significant landscape features or archaeological sites; (1.3)
- \_\_\_\_\_ Photographs (color) of all historic resources on the property (1.4)

<b>PROPERTY IDENTIFICATION NUMBER (PIN):</b>			
<b>Name of Applicant:</b>		<b>Telephone Number ( )</b>	
<b>Address: Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>	

**Please note that the applicant or his/her appointed representative must be present at the meeting.**



**Special Limited Power of Attorney  
County of Frederick, Virginia  
Frederick Planning Website: [www.fcva.us](http://www.fcva.us)**

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

**Know All Men By These Presents That:**

\_\_\_\_\_  
Name of Property Owner/Applicant

Please note: If the property owner/applicant is an entity, the name of the entity should appear above.  
If multiple persons own the property or are applicants, an executed power of attorney from each owner will be needed.

\_\_\_\_\_  
Mailing Address of Property Owner/Applicant

\_\_\_\_\_  
Telephone Number

**as owner of, or applicant with respect to, the tract(s) or parcel(s) of land in Frederick County, Virginia, identified by following property identification numbers:**

\_\_\_\_\_  
**do hereby make, constitute, and appoint:**

\_\_\_\_\_  
Name of Attorney-In-Fact

\_\_\_\_\_  
Mailing Address of Attorney-In-Fact

\_\_\_\_\_  
Telephone Number

**to act as my true and lawful attorney-in-fact for and in my name, place, and stead, with the same full power and authority I would have if acting personally, to file and act on my behalf with respect to application with Frederick County, Virginia for the following, for the above identified property:**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Rezoning</b>                                   | <input type="checkbox"/> <b>Subdivision</b>               |
| <input type="checkbox"/> <b>Conditional Use Permit</b>                     | <input type="checkbox"/> <b>Site Plan</b>                 |
| <input type="checkbox"/> <b>Master Development Plan (prelim. or final)</b> | <input type="checkbox"/> <b>Variance or Zoning Appeal</b> |

**and, further, my attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:**

\_\_\_\_\_.

**This appointment shall expire one year from the day that it is signed, or at such sooner time as I otherwise rescind or modify it.**

Signature \_\_\_\_\_

Title (if signing on behalf of an entity) \_\_\_\_\_

State of \_\_\_\_\_, County/City of \_\_\_\_\_, To wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, certify that the person who signed the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My Commission Expires: \_\_\_\_\_  
Registration Number: \_\_\_\_\_

**FREDERICK COUNTY  
DEVELOPMENT REVIEW FEES**

Adopted April 23, 2008 – Effective May 1, 2008, Revised 2/24/2010, 4/28/2010, 5/2011, 1/25/2012

**COMPREHENSIVE POLICY PLAN**

\$ 3,000 non-refundable

**REZONING**

\$ 1,000 – Proffer amendments not requiring a public hearing  
 \$ 5,000 base + \$100/acre – 2 acres or less  
 \$ 10,000 base + \$100/acre more than 2, less than 150  
 \$ 10,000 base + \$100/acre first 150 + \$50/acre over 150 acres

**SUBDIVISION**

**Non-Residential** \$1,000 base  
 Design Plan \$ 200/lot  
 Plat \$ 100/lot

**Residential (RP, R4, R5)**

Design Plan \$ 2,500/base \$100/lot  
 Plat \$ 200/lot to 50 lots  
 \$ 100/lot over 50 lots

**Rural Areas (RA)**

Sketch (Design) \$ 2,500 base \$200/acre  
 Plat \$ 200/lot

**Rural Areas (RA)**

**Minor** – 3 lots or less \$ 200/lot  
**Lot Consolidation** \$ 200/lot  
**Boundary Line Adj.** \$ 200/lot

**VARIANCE** \$ 400

**BZA APPEAL** \$ 250

**ZONING CERTIFICATION LETTER** \$ 250

**ZONING DETERMINATION LETTER** \$ 100

**SUBDIVISION ORDINANCE**

**EXCEPTION** \$ 500

**MASTER DEVELOPMENT PLAN**

\$ 3,000 base + \$100/acre for first 150 +\$50/acre over 150 acres

**CONDITIONAL USE PERMIT**

Cottage Occupation \$ 75  
 Telecommunication Tower \$ 7,000  
 Other \$ 750

**SITE PLAN**

**Non-residential** \$ 2,500 base  
 \$ 200/acre to 5 acres  
 \$ 100/acre over 5 acres

**Residential** \$ 3,500 base  
 \$ 300/unit to 20 units  
 \$ 100/unit over 20 units

**Minor Site Plan** \$ 500 for revision that increases existing structure area by 20% or less & does not exceed 5,000sf of disturbed area.

**POSTPONEMENT** of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to **TABLE** an agenda item \$ 500/occurrence.

**THIRD & SUBSEQUENT PLAN REVIEWS** (including County Attorney review) for a single development application \$ 500/review.

**BOND MANAGEMENT**

Establishment of bond	\$ 500
Reduction/Release	\$ 300
Replacement	\$ 500

**TDR PROGRAM**

TDR Application Review	\$300
(*Review includes TDR Letter of Intent)	
TDR Certificate	\$200
Certificate Ownership Transfer	\$50
Receiving Property Approval	\$200
Review of Sending Property	
Deed Covenant	\$100
Review of Deed of Transfer (Extinguishment Document)	\$100

**CHAPTER 161 FEES**

Installation License	\$300
Septic Haulers Permit	\$200
Residential Pump and Haul	\$50
Commercial Pump and Haul	\$500

# Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____
  
2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____
  
3. Did you have a discussion with a staff member before submitting the application?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. Were you able to receive the assistance or information that you needed from the staff?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____
  
6. What do you think could have been done differently to make this process quicker?
  
7. Do you have any suggestions about what we could do to make this process work better?



**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.*