



Westmoreland County, Virginia

Land Use Administration

P. O. Box 1000
Montross, VA 22520
Phone 804-493-0120 FAX 804-493-0604

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

REZONING APPLICATION

(Amended August 1, 2026)

Case #: _____ Fee Check #: _____ Date Received: _____

Assigned Date for: Planning Commission: _____ Board of Supervisors: _____

___ **Fee:** (\$2,500 plus \$50 per acre or portions of: (Acres _____) x (\$50) = _____ + \$2,500 = _____

___ **DEFERRAL FEE:** Any deferral requested by the applicant will require an added 50% of the original fee (above) unless it is a result of a County error. Deferral Date: _____ Fee (50%): _____

To: The Honorable Board of Supervisors and Planning Commission

Pursuant to the Zoning Ordinance, the undersigned owners of the following described property hereby request a change in zoning district classification as described. We further request that this item be scheduled for consideration of the Planning Commission on _____, 20____. Additionally, I hereby authorize the Land Use staff, or assigns thereof, to enter upon the property during reasonable hours.

Tax Map Identification: _____ Acreage: _____ # Lots _____

Existing Zoning District: _____ Proposed Zoning District: _____

Project Description: _____

Owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

Agent (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

(OVER)

Applicant (e.g. prospective owner, if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

Owner Signature: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Agent Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

1. All applications shall be accompanied with the following items unless the Planning Director gives written approval to exempt them from the application.
2. Prior to accepting this application there shall be a Pre-Application with the Planning Director or designated staff. This meeting was held on: _____, 20____.
3. This original application with original signatures of all owners **SHALL BE** submitted with all documentation.
4. EIGHTEEN (18) COPIES shall be submitted with the County application form.
5. VDOT Rezoning application completed. Five (5) copies shall be forwarded to VDOT for their consideration.
6. A completed Statement of Proffers. Proffers not presented with the applications and later presented will jeopardize the timeliness of the process and your approval.
7. Is a separate Special Exception Application required for the proposed use? Yes No
For Community Water or Sewer? Yes No
 - a. You may attach it with this application or apply later to the Board of Supervisors for approval. Your approval is not complete until the Special Exception has been approved by the Board of Supervisors.
8. Project Description - A summary of existing data and conditions of the property, including the existing zoning classification, tax map and parcel numbers, address of the property, and total acreage of the property.
9. A plan of the property, at a scale of 1"=200', showing the extent of the area to be rezoned, streets bounding and intersecting the area, the land use and zoning classification of abutting properties and photographs of the area to be rezoned and abutting areas.
10. A Conceptual Plan to a scale of 1"=200', unless an alternative scale is requested and approved by the Planning Director, indicating the locations of existing and proposed topography based upon available topographic data, vegetation, floodplain, wetlands, structures, uses, streets and areas for off-street parking and loading.
11. A Concept Development Plan of the property, at a scale of 1"=200' unless an alternative scale is requested and approved by the Planning Director, showing the proposed development of the property, including the proposed general relationship of uses within the site and external to the site, structures, uses, streets, parking areas, open space areas, vegetation, sidewalks, and trails and means of access to the existing road system.
12. A boundary survey of the property to be rezoned.
13. Information at the time of submission, on all parcels contiguous to the subject property and any property within 100 feet of the boundary, including existing zoning, existing land use, existing conservation easements, proposed land use and historic buildings or structures.
14. A statement or justification that explains the circumstances in the proposed district and the abutting districts and any other factors on which the applicant relied as reasons for supporting the proposed rezoning amendment, including the degree of compliance of the proposed request and subsequent development plans with the provisions of the Comprehensive Plan.
15. The approximate time schedule for the beginning and completion of the development and any proposed phasing of the development.
16. A Traffic Study that shows the projections for trip generation, traffic volumes and levels of service on site and on the adjacent road system, including provisions for safely accommodating both vehicular and pedestrian traffic. This requires the use of VDOT standards as applied to the project development.
17. Effective January 1, 2008 State Code being Chapter 527 requires a Traffic Impact Analysis be submitted accordingly and review is required by VDOT for consideration of rezoning the property.
18. Information about the market area to be served by the proposed development if a commercial use, including population projections for residential development, effective demand for proposed business facilities, and any other information describing the relationship of the proposed development to the needs of the market area. Market area includes the demographics of the development.
19. A statement of Impact Mitigation describing and analyzing the various impacts of the proposed rezoning, including fiscal, environmental conditions, and public facilities and utilities impacts and the proposed methods for mitigating any anticipated impacts.
20. State Route vacation requires compliance with Section 33.1-151 Code of Virginia. Yes No
21. A detailed listing of conditions and/or proffers offered signed by the appropriate owner, applicant or developer.
 - a. Does this application include the proffer of the attached concept plan? Yes No
 - b. Does this application include the Proffer of a preliminary plat? Yes No
 - c. Does this applications include cash Proffers? Yes No
22. Disclosure of Real Parties of Interest. (All owners shall sign the application or their legal agent.)
23. Certificate verifying that real estate taxes have been paid for all property included in the application.
24. A detailed statement describing the existing character of the area.
25. Review. No application shall be accepted for review unless determined by the Planning Director to be complete.



Rezoning Application

County of Westmoreland, Virginia

Name of Subdivision: _____

Applicant/Developer: _____

Designer: _____

Date Plans Sent to VDOT: _____ 20 ____

Scheduled Planning Commission Public Hearing: _____ 20 ____

Scheduled Board of Supervisor's Public Hearing: _____ 20 ____

Comments: _____

Please Complete This Checklist Before Sending Plans To VDOT For Approval

Number of Sheets	_____	Existing/Proposed Street Names	☐
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Lots Numbered	_____	Boundary Survey	☐
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North Arrow Indicated	☐	Land Dedicated to Public Use	☐
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Scale Shown	☐	Site Distance Shown	☐
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Location Block	☐	Speed Limit Shown	☐
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Adjoining Roads Shown	☐	Traffic Impact Analysis (if required)	☐
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Acreage of Lots/Parcels Shown	_____		☐
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Additional comments: _____

The above project plans have been approved to be forwarded to VDOT for their review. Any changes in the plans required by VDOT will require re-submittal to Westmoreland County for re-approval.

By: _____
Westmoreland Co. Planning Director

Date: _____

THIS IS AN EXAMPLE (CREATE YOUR OWN FORM)

THE STATEMENT OF PROFFERS

To: The County of Westmoreland, Virginia

Re: Rezoning of Parcel(s) _____
(Tax Map Numbers – Attach Additional Pages If Needed)

Pursuant to Section 15.2-2296 of the Code of Virginia and Article 10 of the Westmoreland County Zoning Ordinance, _____ (the “Applicant”) does hereby voluntarily proffer, as the owner of record of the parcel identified on the Westmoreland County Tax Identification Maps as Tax Map _____, Parcel _____ which is subject to this rezoning request (the “Property”), that the development of the Property shall be in accordance with the following conditions:

Proffer 1:

Proffer 2:

Proffer 3:

I hereby acknowledge that the Rezoning of the Subject Property gives rise to the need for these conditions.

(Attach additional pages if needed)

Property Owner(s), Agent(s), Contract Purchaser(s)

1. _____	_____	_____	_____
Signature	Name	Position	Date
2. _____	_____	_____	_____
Signature	Name	Position	Date

** If the Applicant is not the Property Owner, the Applicant must also submit a “Special Limited Power of Attorney” form (attached), which authorizes the Applicant to act on behalf of the Property Owner.*

STATE OF VIRGINIA

COUNTY OF WESTMORELAND, TO WIT:

This day _____ personally appeared before me, _____, a Notary Public in and for the County and State aforesaid, swore or affirmed that the matters stated in the foregoing Statement of Proffers are true to the best of his (her) acknowledgement and belief.

Given under my hand this _____ day of _____, 200____.

Notary Public

My Commission expires: _____