

# **PITTSYLVANIA COUNTY Zoning Ordinance**

## **Rezoning Application**



**Community Development Office  
53 N. Main Street  
P. O. Drawer D  
Chatham, VA 24531  
(434) 432-1767**

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**Applicant Information**

Applicant Name(s): \_\_\_\_\_

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

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

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

**Property Owner Information (if different)**

Property Owner Name(s): \_\_\_\_\_

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

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

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

*Owner consent must be notarized if not signed in the presence of Community  
Development/Zoning staff.*

**Property Information**

Property Location / Street Description: \_\_\_\_\_

GPIN(s): \_\_\_\_\_

Election District: \_\_\_\_\_ Acreage/Size: \_\_\_\_\_

**Requested Zoning**

Existing Zoning District: \_\_\_\_\_ Existing Use(s): \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_ Proposed Use(s): \_\_\_\_\_

## Applicant Authorization and Acknowledgements

By signing this application, the property owner authorizes the applicant or designated agent to act on their behalf for all matters related to this rezoning request, with the exception of any voluntary proffers, which must be signed by the property owner. This authorization applies to all other materials submitted as part of the application, including the Rezoning Application Form, Statement of Justification, Concept Plan or Site Plan (if required), supporting documents, and any additional information provided during the review process.

The property owner further grants County personnel the right of entry onto the property for the purpose of site evaluation, posting and inspection of zoning signs, and compliance monitoring throughout the review of this petition.

By signing below, I acknowledge that:

- All information submitted in support of this application is accurate to the best of my knowledge.
- Attendance at public hearings (Planning Commission and Board of Supervisors) is required.
- Concept plans, site plans, or other supplemental materials may be required depending on the nature of the request.
- All proffers must be voluntary, submitted in writing and signed by the property owner before the start of the Planning Commission public hearing; Once the hearing has started, only non-material amendments may be accepted at the Board's discretion.
- The applicant (or property owner, if acting as the applicant) is responsible for posting, maintaining, and removing the zoning signs in accordance with County requirements.
- I understand that requests to defer, reschedule, or withdraw a rezoning application are not guaranteed; may require formal action by the Planning Commission or Board of Supervisors; and may result in delays, re-advertising requirements, or additional costs, consistent with Section 35-815 of the Zoning Ordinance.

**Owner Signature (Notarized):** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Notary Acknowledgment:

*Sworn to and subscribed before me in my presence this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_*

**Applicant/Agent Signature (Notarized, if different):** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Notary Acknowledgment:

*Sworn to and subscribed before me in my presence this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_*

## Application Intake & Completeness Checklist – Staff Use Only

Case No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Staff Reviewer: \_\_\_\_\_

Complete Application? Yes ☐ No ☐

PC Hearing: \_\_\_\_\_

BOS Hearing: \_\_\_\_\_

Action: Approved ☐ Denied ☐ Deferred ☐

### Required Submittals

Please check each item included in your submission. Incomplete application packets will not be scheduled.

- ☐ Completed Rezoning Application Form including signed and notarized Applicant Authorization and Acknowledgements
- ☐ Statement of Justification
- ☐ Sign Posting Affidavit
- ☐ Voluntary Proffers (optional)
- ☐ Required Fees: Application fee (\$400), postage fee (actual cost for notice letters to adjacent property owners) and sign fee (\$5 per sign)

### Additional Items (If Applicable)

- ☐ Concept Plan (ONLY if requested by staff)
- ☐ Site Plan (ONLY if requested by staff)
- ☐ Deed (if the parcel was recently acquired and ownership is not yet recorded)
- ☐ Plat (if the property is being subdivided or combined as part of the request)
- ☐ Metes and bounds description (only if not included on submitted plat or required by staff for legal recordation)

### Completeness Verification

- ☐ All required submittals present
- ☐ No missing signatures, fields, or pages
- ☐ All documents legible and typewritten where required
- ☐ Proffers reviewed for completeness (if applicable)
- ☐ Concept plan and/or site plan meets minimum content requirements (if required)

## Statement of Justification

**Please provide a concise, type-written response to each of the items below.**

Your Statement of Justification should clearly explain the purpose of the rezoning request and how it meets the County's evaluation criteria. This information helps staff, the Planning Commission, and the Board of Supervisors understand the intent of the request, consider potential impacts, and determine whether the proposed zoning is appropriate for the property.

### **1. Summary of Request**

Describe the zoning change you are requesting and the intended use of the property.

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### **2. Consistency with County Plans**

Explain how the proposed rezoning aligns with the Pittsylvania County Comprehensive Plan, including the Future Land Use Map.

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### **3. Compatibility with Surrounding Area**

Describe how the proposed zoning and use relate to existing surrounding development and zoning patterns.

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### **4. Impacts and Mitigation**

Identify any potential impacts, such as traffic, public utilities, environmental features, or community services, and summarize how these impacts will be addressed.

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**5. Appropriateness of the Location**

Explain why the property is suitable for the proposed zoning and how the request represents good planning practice.

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**6. Additional Information (Optional)**

Provide any other information the applicant wishes to include, such as anticipated community benefits or voluntary commitments.

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## **Voluntary Proffers (optional)**

Proffers must be:

- In writing and signed by the property owner(s) of record
- Reasonably related to the rezoning request
- Submitted before the start of the Board of Supervisors public hearing

**Important:** Proffers received after the Board of Supervisors’ public hearing begins **cannot be accepted** under state law. Applicants intending to submit or revise proffers should do so **no later than the advertised hearing packet deadline** to avoid delays or deferrals.

A voluntary proffer statement template is included in this packet for your convenience. Applicants may use the template or submit an equivalent document that meets all legal requirements.

VIRGINIA:

BEFORE THE BOARD OF SUPERVISORS OF  
PITTSYLVANIA COUNTY

A \_\_\_\_\_ acre parcel of land, )  
generally located \_\_\_\_\_ )  
within the \_\_\_\_\_ )  
Election District, and recorded as )  
parcel # \_\_\_\_\_ in the )  
Pittsylvania County tax records. )

**PETITION**

TO THE HONORABLE SUPERVISORS OF PITTSYLVANIA COUNTY

WHEREAS, your Petitioner \_\_\_\_\_ respectfully  
files this petition pursuant to Sections 35-806 and 35-807 of the Pittsylvania County Zoning Ordinance  
and in accordance with the Code of Virginia 1950, as amended, and would respectfully show the  
following:

- 1) The Petitioner is the owner of the above-referenced parcel of land, or is the contract purchaser  
filing with the owner's consent.
- 2) The property is presently zoned under the provisions of the Pittsylvania County Zoning  
Ordinance as \_\_\_\_\_ District.
- 3) Your petitioner now desires to have this property rezoned as \_\_\_\_\_ District for the  
purpose of \_\_\_\_\_.

WHEREFORE, your Petitioner respectfully requests that the Zoning Ordinance of Pittsylvania County be  
amended and that the above-referenced parcel of land be rezoned as set out in Number 3.

FURTHER, Your Petitioner respectfully requests that this petition be referred by the Zoning  
Administrator to the Pittsylvania County Planning Commission for its consideration and  
recommendation.

Respectfully submitted,

\_\_\_\_\_  
Petitioner

*Sworn to and subscribed before me in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State  
aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_*

## Sign Affidavit

### **Sec. 35-817. POSTING OF PROPERTY - PLANNING COMMISSION HEARING-**

At least fourteen (14) days preceding the Commission's public hearing on a zoning map amendment, there shall be erected on the property proposed to be rezoned, a sign or signs provided by the Zoning Administrator indicating the date, time, and place of the public hearing. The sign shall be erected within ten (10) feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than two and one-half (2 1/2) feet above the ground. If more than one (1) such road abuts the property, then a sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, then signs shall be erected in the same manner as above on at least two (2) boundaries of the property abutting land not owned by the applicant.

### **Sec. 35-818. POSTING OF PROPERTY - BOARD OF SUPERVISORS HEARING-**

When a public hearing has been scheduled before the Board of Supervisors for a Zoning Map amendment, there shall be erected, at least fourteen (14) days preceding such hearing, a sign or signs provided by the Zoning Administrator indicating the date, time and place of the public hearing. Such sign or signs shall be erected in the same manner as prescribed in Section 35-817 above.

### **Sec. 35-819. MAINTENANCE AND REMOVAL OF SIGNS.**

Any sign erected in compliance with this section shall be maintained at all times by the applicant up to the time of the hearing. It shall be unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remove or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant within fourteen (14) days following the public hearing for which it was erected.

I have read and understand Sections 35-817, 35-818, and 35-819 of the Pittsylvania County Zoning Ordinance. I understand it is my responsibility to post, maintain and remove this/these sign or signs, according to Section 35-817, Section 35-818, and 35-819. If this sign is removed or destroyed, I understand it is my responsibility to obtain another sign from the Zoning office, post the property and maintain the sign(s), according to the above Sections of the Pittsylvania County Zoning Ordinance.

***Should the property not be posted and the sign(s) maintained as required above, I understand the board may defer the case.***

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Case No.: \_\_\_\_\_

Sworn to and subscribed before me in my presence this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_

## Voluntary Proffer Statement

Case No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Property Location / Street Description: \_\_\_\_\_

GPIN(s): \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_ Requested Zoning District: \_\_\_\_\_

### Property Owner (Proffering Party)

Property Owner Name(s): \_\_\_\_\_

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

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

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

The undersigned Owner hereby voluntarily proffers that the development and use of the Property identified above shall be in accordance with the conditions stated below (the "Proffers"), pursuant to § 15.2-2303 of the Code of Virginia.

These Proffers are submitted voluntarily, are reasonably related to the impacts of the rezoning request, and shall become effective upon approval of the rezoning by the Pittsylvania County Board of Supervisors. These Proffers shall run with the land unless amended or released in accordance with applicable law.

These Proffers do not relieve the Property of any requirements of the Pittsylvania County Zoning Ordinance or other applicable laws and regulations.

### PROFFERED CONDITIONS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OWNER SIGNATURE (Required)**

I, the undersigned Owner, hereby submit and voluntarily offer the foregoing Proffers in accordance with § 15.2-2303 of the Code of Virginia.

**Owner Signature (Notarized):** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Acknowledgment:**

Sworn to and subscribed before me in my presence this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_