



# Rockingham County Rezoning Application

### Office Use Only

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

Project Number: \_\_\_\_\_

## Application Procedure

The time it takes to process a rezoning varies depending on the application submission date in connection to scheduled public hearings. Additional information may be required to complete your application once staff and agencies have performed an initial two-week review. Public hearing dates will be provided once all required materials are submitted.

1. Applicant participation in a recommended Pre-Application Meeting to receive early input from county and agency staff. Call (540) 564-5074 for more information and scheduling.
2. Submission of complete application (as a guide, use the check list provided below).
3. Staff and agency application review and comments from the County departments of Building, Engineering, Planning, Fire & Rescue, Public Works, Environmental, Zoning, Economic Development, Public Schools; Virginia Department of Health (VDH); and Virginia Department of Transportation (VDOT). Other applicable agencies may be contacted if needed.
4. Notification letters of public hearing mailed to adjoining landowners.
5. Rezoning sign placed on property in public view and drone video taken of the property to use during public hearing presentation.
6. Public hearing advertisement placed in the local paper.
7. Planning Commission public hearing\*, review, and recommendation to the Board of Supervisors.
8. Board of Supervisors public hearing\*, review, and final rezoning determination. The decision to approve or deny the rezoning request is ultimately determined by the Rockingham County Board of Supervisors.

*\*The applicant, or representative, is encouraged to attend both related public hearings.*

## Application Checklist *(please submit with application)*

It is the responsibility of the applicant to gather all information and submit a complete rezoning application to the Rockingham County Department of Community Development. Applications can be mailed, dropped off in person, or [emailed](#).

- A completed and signed application (digital PDF preferred). *Multiple copies of the application signature sheets can be submitted to provide space for all landowners to sign.*
- A boundary map of the property, showing the metes and bounds description of the area to be rezoned. The submitted map cannot be larger than 11" x 17".
- If rezoning to a [Planned District](#), a [master plan and plan description](#) are required.
- If rezoning to a [Conventional District](#), a [statement of proffers](#) may be submitted.
- If applicable, any required traffic analysis and/or studies.
- If applicable, any required public utility easements.
- Required fee determined by the chart below. Checks should be made payable to "Rockingham County" and credit card payments are subject to a 2.5% convenience fee. **Total included fee:**

<b>Planned Development District Rezoning Request</b>	
Fee	\$1000 + \$25/acre
Amendments Involving a Public Hearing	\$1000 + \$25/acre
Proffer Amendments Not Involving a Public Hearing	\$750
<b>Conventional District Rezoning Request</b>	
Agricultural (for agricultural uses)	\$200
Single – or Two-family Residential	\$600 + \$25/acre
Residential for More than Two Families	\$600 + \$25/acre
Commercial/Industrial	\$600 + \$25/acre
Other	\$600 + \$25/acre

***Do not pay any invoice associated with this application for an amount that is not clearly stated above. All fraudulent charges/invoices should be reported to the County immediately.***

# Rezoning Application Form

**Property Owner:** \_\_\_\_\_

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

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

**Other Applicant Party (such as a contract purchaser) if applicable:** \_\_\_\_\_

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

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

**Other Contact Person (such as a law or engineering firm) if applicable:** \_\_\_\_\_

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

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

**Application Contact:** \_\_\_\_\_

**Property Location:** (N S E W) of (Road Name) \_\_\_\_\_ (Route #) \_\_\_\_\_

approximately \_\_\_\_\_ miles/feet (N S E W) of (Road Name) \_\_\_\_\_

(Route #) \_\_\_\_\_. **Election District #:** \_\_\_\_\_

**Property Tax Map Number(s):** \_\_\_\_\_

**Number of acres in rezoning request:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_

**Indicate Method of:**

Water Supply

- County Water
- City Water \*
- Community System
- Well
- Cistern

Sewage Disposal

- County Sewer
- City Sewer \*
- Community System
- Septic System
- Alternative: \_\_\_\_\_

*\* If City water and/or sewer are selected, applicant must have full approval by City & County prior to submitting this application.*

**Please check attachments included:**

- For Conventional District Rezoning:** A Statement of Proffers, in compliance with Section 17-1004.03 of Rockingham County's Zoning Ordinance, may be submitted with this form.
- For Planned District Rezoning:** A Master Plan and Plan Description, in compliance with Section 17-1004.04 of Rockingham County's Zoning Ordinance, shall be submitted with this form.

\_\_\_\_\_  
Print Name of Landowner

\_\_\_\_\_  
Print Name of Applicant or Agent

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Signature of Applicant or Agent

## **Guide: Statement of Proffer for Conventional Zoning Districts *(if applicable)***

The Rockingham County Zoning Ordinance allows applicants for [Conventional District](#) rezoning to offer a statement of proffers (conditions) to be placed on the land as a part of the rezoning application. If approved by the Board of Supervisors, such proffers shall become legally binding regulations applying to the land rezoned in addition to existing zoning regulations. The existence of such proffers will be notated on the County's zoning map and will apply to the land, regardless of changes in ownership, unless or until the proffers are changed through a future ordinance amendment process.

**Reference [Section 17-1004.03](#) of the Zoning Ordinance located on the County's website for more information and formatting requirements.**

## **Guide: Master Plan & Plan Description for Planned Zoning Districts *(required)***

The Rockingham County Zoning Ordinance requires [Planned District](#) rezoning applications to include a master plan and plan description. The master plan, plan description, and any demonstrative materials submitted with the application will become part of the record of the hearing on the application and become legally binding elements of the zoning ordinance and map if the rezoning is approved by the Board of Supervisors. A separate statement of proffers are not a component of a Planned District rezoning.

**Master plan and plan description shall include the following information as a minimum:**

1. A vicinity map at a scale of not less than one (1) inch equal to one thousand (1,000) feet showing surrounding properties, surrounding public streets, and private roads.
2. An accurate boundary survey of the tract.
3. An existing conditions map(s) showing elements specified in Section 17-1004-04.
4. A master plan showing elements specified in Section 17-1004-04.
5. A plan description, to include a summary of design elements such as lot characteristics, building heights, and common area characteristics, and to convey any items required above which cannot be effectively illustrated with images.

**Reference [Section 17-1004.04](#) of the Zoning Ordinance located on the County's website for more information and requirements.**