

A CHANGE OF ZONING DISTRICT MAP APPLICATION INSTRUCTION SHEET

An application for a change of zoning (district map or text) may be made by returning the application form and required submission information to the City of Newport News, Department of Planning, 2nd Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607 (Telephone: 757-926-8761).

Prior to filing an application, the applicant is required to contact the department to arrange for a preliminary review of his or her proposal. The purpose of the preliminary review is to establish what supporting information may be required with the application.

[NOTE: APPLICATIONS WILL NOT BE PROCESSED IF THERE ARE DELINQUENT REAL ESTATE TAXES OWED TO THE CITY AGAINST THE SUBJECT PROPERTY AND UNTIL ALL REQUIRED SUBMISSIONS ARE RECEIVED.]

APPLICATION DEADLINE

Completed application forms (TOGETHER WITH ALL REQUIRED SUBMISSIONS) must be returned to the Department of Planning by the submission deadline indicated in the City Planning Commission Meeting/Deadline Schedule for the current calendar year.

CHANGE OF ZONING DISTRICT MAP

All property in the City is within one of many zoning districts. Each district allows an individual to make use of his or her property in a manner permitted by the zoning district. Should a property owner desire to develop or redevelop land with a use not permitted in the zoning district, the property owner must obtain approval from the City Council. In order to change the Zoning District map, the property owner requests to change the zoning of the property to a zoning district that permits the desired use. If the request is granted, the owner may use the property as permitted under the new zoning classification. The zoning may be conditioned by proffers or unconditioned (See 2.e.).

SUBMISSION REQUIREMENTS - CHANGE OF ZONING DISTRICT MAP

1. An original of the application must be filled out and signed in ink by the owner of the property (or person having power of attorney with proper documentation).
2. The application shall be accompanied by:
 - a. A fee of \$650* + \$150.00 per acre or portion thereof up to 100 acres with a minimum of \$800.00 to cover the costs of advertising and processing the application.
 - b. A written, legal, metes and bounds description of the property for which the change of zoning is required (3 copies).
 - c. A plat showing the property drawn at a scale with sufficient reference to existing streets and subdivisions to enable said property to be located on city maps (3 copies).
 - d. A conditioned or unconditioned proffer statement attached to the application and signed by the owner (or person having power of attorney with proper documentation) in one of the following formats:

Conditioned - "I hereby proffer that the development of the subject property of this application shall be in accordance with the conditions set forth in this submission."

Unconditioned - "I hereby proffer that the development of the subject property of this application shall not be subject to any additional conditions not otherwise provided for the requested zoning district by ordinance."

- e. Ten (10) copies of a to scale conceptual site plan for the property and one 8 1/2" x 11" reduction of the site plan that is readable and suitable for reproduction. The site plan should show the following information:
 - (1) The actual dimensions and shape of the property;
 - (2) The size and location on the property of existing and proposed structures;
 - (3) The existing and proposed uses of all structures and open areas;
 - (4) The name of the owner, as well as the name of any other person preparing the plan, together with the north arrow, scale and number of sheets of the plan; and
 - (5) Additional site plan information may include, but need not be limited to: topography, ingress and egress, location of buildings and improvements, existing vegetation, surrounding land use, proposed connections to existing or proposed water, sewer and drainage facilities, and landscaping.
- f. Conceptual elevation drawings of new structures proposed for development on the property.
- g. Conceptual freestanding sign rendering, if a freestanding sign is proposed.
- h. Traffic impact study /analysis or assessment may be required.

REVIEW PROCEDURES

After advertising and notifying adjacent property owners, the City Planning Commission will conduct a public hearing on your application. The City Planning Commission will make a recommendation on your application to the City Council. A staff report on the application will be sent to Commission members the week before the City Planning Commission's public hearing. A copy of the staff report on your application will be available to you the Friday before the City Planning Commission public hearing.

The City Council will conduct its own public hearing and make a final determination on your application.

WITHDRAWAL OR POSTPONEMENT

You may request a withdrawal or postponement in writing no later than three days before the City Planning Commission's public hearing. After the City Planning Commission has recommended to the City Council, a withdrawal or postponement must be requested in writing no later than three days before the City Council's public hearing.

If postponed by the applicant, an additional filing fee of \$200.00 is required to be paid.

[NOTE: THE FILING FEE IS NONREFUNDABLE (See Sec. 45-2704 and 45-3404. City Zoning Ordinance.)]

REHEARINGS

If an application for a change of zoning is denied by City Council, substantially the same application shall not be reconsidered within one year of denial.

*Make checks payable to the City of Newport News.

This form can be printed blank or filled out and then printed.

PETITION FOR CHANGE OF ZONING/ CONDITIONAL USE PERMIT

NEWPORT NEWS, VA

STAFF CONSULTATION REQUIRED PRIOR TO SUBMISSION

OFFICE USE ONLY

Real Estate Tax Payment Status

Verified By: _____

APPLICATION NUMBER

DATE FILED

TO THE CITY COUNCIL:

I, _____ THE UNDERSIGNED OWNER OF THE PROPERTY INDICATED, DO HERBY PETITION THE CITY OF NEWPORT NEWS, VIRGINIA TO:

Change the zoning classification of said property from the _____ district to the _____ district.
PROFFER STATEMENT: **CONDITIONAL** **UNCONDITIONAL**

Amend the zoning ordinance text (Staff Use Only)

Grant conditional use of said property as indicated in Section D below (required supporting information attached)

A. Location of Property (street address) _____

B. Legal Description of the Property
Recorded Subdivision: _____
Subdivision _____
Lot(s) _____
Block _____
Acreage _____
Tax ID Account No. _____

**COPIES OF THE METES AND BOUNDS DESCRIPTION AND
PLAT OF PROPERY MUST BE ATTACHED**

C. Present Use of the Property

D. Reasons for Change/Intended Use of Property/Zoning Text Amendment

PLEASE PRINT OR TYPE THE INFORMATION BELOW CLEARLY

**I HEREBY AUTHORIZE CITY REPRESENTATIVES TO DISPLAY NOTICE OF THIS REQUEST ON MY
PROPERTY AND TO HAVE ACCESS TO THE PROPERTY DURING REASONABLE HOURS**

Person Presenting Application: Name & Date _____ Street _____ City/State/Zip _____ Telephone _____	Signature of Property Owner(s): Name & Date _____ Street _____ City/State/Zip _____ Telephone _____
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THIS APPLICATION MUST BE ACCOMPANIED BY A \$800.00 FEE FOR A CONDITIONAL USE PERMIT OR A \$650.00 FEE PLUS \$150.00 PER ACRE (\$800.00 MINIMUM CHARGE) TO A MAXIMUM OF 100 ACRES FOR A CHANGE OF ZONING