



**Town of Abingdon, Virginia  
Department of Planning**

**Application for Zoning Amendment  
Non-refundable Application Fee - \$75**

**The following items must be submitted with this form before application may be processed.  
Please bring the following items with you when submitting your application form:**

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
  - Title, preparer, and date of plan
  - Property lines and dimensions
  - Easements affecting the property
  - Physical features such as flood plains
  - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
  - Dimension and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
  - Location and description of site features such as landscaping, lighting, and signage (if proposed).

**Additional Notes:**

- Following approval of the rezoning application, your project may require additional permits issued through the Building and /or Public Works Department. Please contact this department to discuss permits that may be required for the construction of your project at (276) 628-6611.
- **You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.**

**Applicant Information**

Applicant Name: \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Home/Work Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email \_\_\_\_\_

Is the applicant the owner of the parcel(s) to be rezoned?      Yes      No

**Owner Information**

Owner Name: \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Home/Work Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email \_\_\_\_\_

**Applicant and Owner Certification and Signature**

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 I THE UNDERSIGNED AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).  
 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY STATEMENT:**

State of Virginia, County of Washington to wit:  
 I, \_\_\_\_\_ a notary public in and for the state and county aforesaid, do hereby certify that \_\_\_\_\_ whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.  
 My commission expires \_\_\_\_\_  
 Given under my hand this \_\_\_\_\_ Day of \_\_\_\_\_

**Permit Information**

Owner Requests Rezoning of the Following Parcel(s):

**Parcel #1:** \_\_\_\_\_ Parcel Size: \_\_\_\_\_  
 Tax Map ID                      Acres/Square Ft      Street Address

Current Parcel Zoning: \_\_\_\_\_ Request to Rezone to: \_\_\_\_\_

Current Parcel Use:    Agricultural      Commercial      Industrial      Residential      Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

**Parcel #2:** \_\_\_\_\_ Parcel Size: \_\_\_\_\_  
 Tax Map ID                      Acres/Square Ft      Street Address

Current Parcel Zoning: \_\_\_\_\_ Request to Rezone to: \_\_\_\_\_

Current Parcel Use:    Agricultural      Commercial      Industrial      Residential      Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

**Parcel #3:** \_\_\_\_\_ Parcel Size: \_\_\_\_\_  
 Tax Map ID                      Acres/Square Ft      Street Address

Current Parcel Zoning: \_\_\_\_\_ Request to Rezone to: \_\_\_\_\_

Current Parcel Use:    Agricultural      Commercial      Industrial      Residential      Vacant/Unused

**If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.**

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**Adjoining Property Owner(s)**

Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.	Tax Map Numbers
Adjoining Property Owner                      Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner                      Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner                      Street Address of Adjoining Property (if none, list 'Vacant')	

<b>Project Questionnaire</b>
<p>Rezoning requests involve analysis by Town staff and Planning Commission members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to Planning Commissioners as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.</p>
<p><b>Why are you requesting this rezoning?</b></p> <hr/> <hr/> <hr/>
<p><b>Please provide a description of the site before and after development (if construction is proposed).</b></p> <hr/> <hr/>
<p><b>Please describe the operation proposed including number of employees and hours of operation, if applicable.</b></p> <hr/> <hr/>
<p><b>Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).</b></p> <hr/> <hr/> <hr/>
<p><b>Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.</b></p> <hr/> <hr/>
<p><b>Will your project require a permit from other licensing agencies (e.g. Department of Environmental Quality, Department of Mines, Minerals and Energy, Virginia Department of Social Services, Virginia Department of Transportation, Virginia Department of Motor Vehicles). Yes No If yes, please explain.</b></p> <hr/> <hr/> <hr/>

<b>For Town Use Only</b>
<p>Date Application Received: _____</p>

**Town of Abingdon, Virginia**  
**133 West Main Street**  
**Abingdon, VA 24210**  
**(276) 628-3167**



### Frequently Asked Questions

**What is a rezoning?** A rezoning is required if the proposed use of your property is not permitted by right or with a Special Exception Permit.

**What is the process?** Applicants submit an application for rezoning to the Planning Department by the second Tuesday of the month to meet the deadline for the following month's Planning Commission meeting. Applications are then considered at a public hearing before the Planning Commission which makes a recommendation for consideration by the Town Council.

**How long does the process take?** The process *typically* takes 3 to 4 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Commission or Town Council.

**What happens during a public hearing?** All rezoning applications require two public hearings, one by the Planning Commission and one by the Town Council. Costs for public hearing advertisements to be paid by the applicant. The Code of Virginia requires that a notice of public hearing be placed in the newspaper. All abutting property owners to your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

**What can I expect during the meetings?** At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

#### **Why is it important for the applicant to attend both public hearings?**

During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Commission members and Interested parties in the audience.

### Typical Timeline

**Step 1.** Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

**Step 2.** Applications are always due on the second Tuesday of the month. A non-refundable application fee of \$75 is due

upon submittal.

**Step 3.** Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

**Step 4.** Complete applications are advertised for public hearing.

**Step 5.** The Planning Commission meeting is held on the 4th Monday of every month.

**Step 6.** The Town Council public hearing is scheduled, generally, for the first Monday in the following month.

**Step 7.** Approved applications may proceed with the building permit application process.

### Contact Information

#### **You may find the following numbers helpful during your application process:**

Planning Department	276-628-3167
Town Attorney	276-492-2149
Town Manager	276-628-3167
Washington County Service Authority	276-628-7151
Washington County Health Department	276-676-5604
VA Department of Transportation	276-669-6151
VA Department of Environmental Quality	276-676-4800
VA Department of Mines, Minerals, and Energy	276-676-4800
VA Department of Motor Vehicles	804-367-1100
Bristol Virginia Utilities	866-835-1288
Atmos Energy	888-824-3434

#### **Planning Commission**

Rick Humphreys	276-608-3465
Janice Rice Reeves	276-676-0210
Maggie Costello	540-589-3000
Chris Burcher	276-676-4803
Kenny Shuman	276-628-3944
Wayne Austin	276-628-7167
Greg Kelly	276-628-3167