



# TOWN OF ABINGDON COMMUNITY DEVELOPMENT

<b>Office Use Only</b>
Fees: \$ _____

Building • Planning • Code Enforcement

## APPLICATION FOR ZONING AMENDMENT

<b>Location of Properties</b>	Parcel #1:	Street Address	Parcel Number	
		Current Parcel Zoning	Request to Rezone to	
		Current Parcel Use <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Vacant/Unused		
	Parcel #2:	Street Address	Parcel Number	
		Current Parcel Zoning	Request to Rezone to	
		Current Parcel Use <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Vacant/Unused		
	Parcel #3:	Street Address	Parcel Number	
		Current Parcel Zoning	Request to Rezone to	
		Current Parcel Use <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Vacant/Unused		
	Additional Parcels:			
	<b>Applicant Information</b>	Name		Phone
		Mailing Address, City, State, Zip Code		
		Select Applicant Relation to Property below: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:		Email
<b>Owner Information</b>	Name of Owner		Phone	
	Mailing Address, City, State, Zip Code			
	Name of Business (if applicable)		Email	
<b>Project Description</b> (attach additional sheets if necessary)	1)	Why are you requesting rezoning?		
	2)	Provide a description of the site before and after development (if construction is proposed):		



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	3)	Describe the operation proposed including number of employees and hours of operation (if applicable):	
	4)	Describe how the properties around your site are used (e.g. residential, churches, businesses, schools, etc.) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental, or other unique features):	
	5)	Describe potential impacts on public facilities and infrastructure such as the waste/wastewater system, public schools, and roads:	
	6)	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)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain:	
	7)	The following items are required to be submitted before the application may be processed. Have you attached the required items below:  <input type="checkbox"/> Yes <input type="checkbox"/> N/A Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning. <input type="checkbox"/> Yes <input type="checkbox"/> N/A A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). With the following items: <input type="checkbox"/> Yes <input type="checkbox"/> N/A Title, prepared, and date of plan <input type="checkbox"/> Yes <input type="checkbox"/> N/A Property lines and dimensions <input type="checkbox"/> Yes <input type="checkbox"/> N/A Easements affecting the property <input type="checkbox"/> Yes <input type="checkbox"/> N/A Physical features such as flood plains <input type="checkbox"/> Yes <input type="checkbox"/> N/A Setbacks, dimensions, floor area, and height of all existing and proposed buildings <input type="checkbox"/> Yes <input type="checkbox"/> N/A Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (with labeled number of parking spaces including on the plan) <input type="checkbox"/> Yes <input type="checkbox"/> N/A Location and description of site features such as landscaping, lighting, and signage (if proposed) <input type="checkbox"/> Yes <input type="checkbox"/> N/A Attached form of Adjacent Property Owners	
<b>Applicant Signature</b>	I understand that if my application is approved for rezoning, I may require additional permits issued through the Building and/or Public Works Department. I understand to acquire these permits I will need to contact these departments to discuss what permits may be required for the construction of my project. I further understand that I must be present at the meeting on the date assigned by staff to present my proposal and that failure to attend may result in denial of my proposal due to insufficient information.		
	I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies. In addition, I certify that an authorized Town representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I certify all answers to questions and additional statements, within this application, are true, as confirmed by my signature below.		
	<b>Applicant (Print Name)</b>	<b>Signature of Applicant</b>	<b>Date</b>
<b>Owner Affidavit</b>	My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to withholding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.		
	<b>Property Owner (Print Name)</b>	<b>Signature of Property Owner</b>	<b>Date</b>



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**Attachment for Survey Plat(s) and/or Deed(s) or Map:**

**Attachment for Site Plan/Development Plan:**