



Application For Amendment of Proffered Conditions

County of Henrico, Virginia
Planning Office

Henrico Planning Web Site: www.co.henrico.va.us/planning

Planning Office, P.O. Box 90775, Henrico, VA 23273-0775**

Phone (804) 501-4602

Facsimile (804) 501-4379

**Use P.O. Box for all mail. Street Address is 4301 E. Parham Road, Henrico, Virginia 23228 for deliveries only.

1. Description of Property:

Location:

Parcel Number (s)

Subdivision:

Lot:

Block:

Section:

If property is not in a recorded subdivision, a typed legal description of the property, including the bearings and distances, is required. In addition, two (2) copies of a surveyed plat showing the bearings and distances shall be submitted.

2. Existing Zoning:

3. Acreage:

4. Applicant Information: **(PLEASE PRINT)**

Owner of Record:

Name:

Address:

Zip:

E-Mail:

Phone:

Applicant:

Name:

Address:

E-Mail:

Phone:

Owner

Contract Purchaser

Zip:

Representative:

Name:

Address:

Zip:

E-Mail:

Phone:

Note: If applicant is anyone other than the fee simple owner, written authorization of the fee simple owner designating the applicant as the authorized agent for all matters concerning this request, shall be filed with this application. (Form POF-004-10/2000 Special Limited Power of Attorney)

The undersigned Owner Applicant authorizes the entry onto the property by the Planning Commission and County employees during normal discharge of their duties in regard to this request.

Signature

5. Proffered Conditions Accepted with Rezoning Case
the subject property (Attach Copy.)

, and now applicable to

6. Requested Amendment of Proffered Conditions: (Attach POF-003-03/01.)

FOR OFFICE USE ONLY

Date Received: _____

PIV Number: _____

Accepted by: _____ Time: _____

Case Number Assigned: _____ Fee: _____

PROCEDURE FOR ANY CHANGE OF ZONING DISTRICT CLASSIFICATION OR PROFFERED CONDITIONS

1. Every application by a property owner to amend, supplement, change or repeal the district boundaries or regulations of the Zoning Ordinance is filed on forms prescribed with the Director of Planning and accompanied by a fee, as may be established by the Board of Supervisors (see schedule) payable to the County of Henrico, Virginia, which is applied to the cost of advertising, notification of adjacent property owners, and other expenses incidental to reviewing and processing the application. Such fee is not returned whether the application be granted, denied or withdrawn.
2. The Director of Planning forwards the application for any proposed amendment, supplement or change of district boundaries or regulations to the Planning Commission for recommendation and report. The Planning Commission considers the zoning request on the first Thursday after the second Wednesday of each month at 7:00 p.m., in the Board Room of the County Administration Building in the Government Complex at Parham and Hungary Spring Roads, or in such other place as the Commission may deem necessary. Applications for change of zoning must be received by the Planning Office at least five (5) weeks prior to the Commission's regular meeting in order that the request may be advertised as required by the Code of Virginia (see calendar).
3. Every Application is automatically advertised once a week for two (2) successive weeks for each public hearing. Said notice appears in a newspaper having general circulation in the County. Such notice specifies the time and place of hearing at which persons affected may appear and present their views, not less than six (6) days nor more than twenty-one days after final publication. In addition, prior to its scheduled hearing, the Commission notifies all owners of the property being rezoned and the owners of property adjacent to the property for which a change of zoning is being requested. The Secretary may give such additional notice to concerned persons or organizations as he/she may, in his/her discretion, deem advisable.
4. Cases are heard in the order in which they appear on the agenda, except a case may be advanced for hearing by order of the Commission upon good cause shown. The Commission reports to the Board of Supervisors no later than one hundred days after the first meeting of the Commission after the proposed amendment or reenactment has been referred to the Commission.
5. The Board of Supervisors considers zoning requests that have been reviewed by the Planning Commission, at its first monthly meeting on the second Tuesday of each month at 7:00 p.m., in the Board Room of the County Administration Building in the Government Complex, or in such other places as the Board may deem necessary. The Code of Virginia requires the Board of Supervisors follow the same procedure for notice and advertisement as required for the Planning Commission.
6. In determining what, if any, amendments to the zoning ordinance are to be adopted, the Planning Commission and the Board of Supervisors give due consideration to the proper relationship of such amendments to the entire Zoning Plan and Ordinance for the County of Henrico, it being the intent to retain the integrity and validity of the Zoning Districts and to avoid any isolated spot zoning changes on the Zoning District Sectional Maps, and consider the following:
 - a. Can a need for the change be established?
 - b. Is the change consistent with the orderly development and growth of the community?
 - c. Does the change conform with the County's plan for Major Thoroughfare Plan?
 - d. Will the change adversely affect or impede the normal flow of traffic?
 - e. Will the change constitute spot zoning?
 - f. Will the change adversely affect the value of surrounding property?
 - g. Is the change in conflict with the land use plan?

Plans submitted with the application showing the location of the building on the property, off-street parking and means of ingress and egress together with information regarding water supply and sewage disposal will expedite the processing of the application.

7. When the Board of Supervisors has officially acted upon a petition for a change in zoning or proffered conditions, or if the application is withdrawn by the applicant, no other petition for substantially the same change shall be considered until after twelve months from the date of such official action.