



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

APPLICATION FOR REZONING

TO THE TOWN COUNCIL OF THE TOWN OF DUMFRIES, VIRGINIA

The undersigned, being all of the owner(s), contract purchasers or the respective duly authorized agents thereof, do hereby petition to change the zoning of the property described below and shown on the accompanying plans, which are made part of this application, as follows: (attach additional pages if necessary)

Tax Map #	GPIN #	From	To	Acres
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Property Location: (Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets.)

The name(s), mailing address(es), and telephone number(s) of owner(s) and contract purchaser, lessee, and/or authorized agent(s), as applicable are: (Attach additional pages if necessary)

OWNER OF PROPERTY:

Name: _____ Phone #: _____

Mailing Address: _____

CONTRACT PURCHASER/LESSEE:

Name: _____ Phone #: _____

Mailing Address: _____

AUTHORIZED AGENT(S):

Name: _____ Phone #: _____

Mailing Address: _____

Signed this _____ day of _____ 20____.

Signature of Contract Purchaser/Lessee

Signature of Owner/Agent

Please answer the following on a separate document and submit as part of the application.

1. Briefly describe the type of use and improvements proposed. State whether new buildings are to be constructed, existing structures are to be used or removed, or additions made to existing buildings:
2. Why does applicant believe the location of the use in question on the particular property is essential or desirable for the public convenience or welfare and will not be detrimental to the immediate neighborhood?
3. Describe how the proposed use and improvements are to be designed and arranged to fit into the development of adjacent property and the neighborhood:
4. Furnish plat showing boundaries and dimensions of property, width of boundary streets, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete plans are also desirable and if available should be filed with the application:
5. Is the request consistent with the relevant components of the Comprehensive Plan?

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property sought to be rezoned: (Attach additional pages if necessary)

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Other comments or information: _____

INTEREST DISCLOSURE AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20_____,

I, _____ (Owner), hereby make oath that no member of the Town Council of the Town of Dumfries, Virginia, nor the Planning Commission of the Town of Dumfries, Virginia, has interest in such property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as holder of ten (10) percent or more of the outstanding shares of stock in or as a director or officer of any corporation owning such land, directly or indirectly, by such member or members of his immediate household, except as follows:

Owner/Contract Purchaser/Authorized Agent
(circle one)

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20_____ in my County and State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

CONCURRENT PROCESSING AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20_____,

I, _____ (Owner) hereby notify the Town of Dumfries that my application for rezoning requesting: _____ will be processed concurrently with the site development plan. I understand that the site development plan cannot be approved by the Town Council of the Town of Dumfries until final action has been taken on my rezoning application. Furthermore, I understand that the review of the site development plan may need to be revised to meet the conditions associated with the rezoning application. I also understand that approval of the site plan will not grant development rights if the uses shown thereon are not approved by the Town Council when it takes action on the rezoning application.

I hereby knowingly waive any claim that the expenditure of funds used in preparation of the site development plan will provide me and my successors or assigns any rights to the approval of said rezoning application. If the rezoning application is denied by the Town Council, I understand that the site development plan will become null and void, the site development plan file closed, and no review fees refunded.

Owner/Contract Purchaser/Authorized Agent
(circle one)

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20_____, in my County an State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

SPECIAL POWER OF ATTORNEY AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20_____,
I, _____(Owner/contract purchaser) of
_____ (geographical parcel identification number) hereby make,
constitute, and appoint _____, my true
and lawful attorney-in-fact, and in my name, place and stead giving unto said
_____ full power and authority to do and perform all
acts and make all representation necessary, without any limitation whatsoever, to make application for said
Conditional Use Permit.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and
effect on _____20_____ and shall remain in full force and effect thereafter until
actual notice, by certified mail, return receipt requested is received by the Zoning office of the Town of
Dumfries stating that the terms of this power have been revoked or modified.

Owner/Contract Purchaser

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20_____ in my
County an State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

SIGN POSTING AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20_____,
I, _____ (Affiant), hereby make oath that _____ public
sign(s), as supplied by the Department of Public Works was/were posted on the property that is the subject of
this application, and have been maintained in good condition on said property until this date, and will continue
to be maintained in good condition on said property until after the public hearing on this application.

Said sign(s) advised of the location of a public hearing on the above request under the name of
_____, to be held on _____ day of _____,
20_____ at _____ am/pm before the Town of Dumfries:

Town Council Planning Commission

Owner/Contract Purchaser/Authorized Agent
(circle one)

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20_____ in my
County an State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

SIGN POSTING FOR PUBLIC HEARINGS

Public notice signs must be posted at least fifteen (15) days prior to the public hearing!

You must obtain sign(s) required to be posted from the Department of Public Works. At least one sign is required for all properties. Additional signs are required for property that abuts more than one public street and property with more than 200 feet of road frontage. Applications for a use in a shopping center unit must post one sign at the store front and at least one sign as otherwise required. Properties without public street frontage are required to post at least one sign on the property and at least one sign along a nearby street.

Signs shall be posed to insure greatest visibility in accordance with the following:

- Signs shall be posted adjacent to the street right-of-way abutting the site, no more than ten feet from the edge of the right-of-way.
- Properties for which only one sign is required should be posted near the middle of the site's frontage, unless due to topography, woods, buildings or other obstructions, a location to one side of the frontage would facilitate better visibility.
- Properties with more than one street frontage shall be posted with at least one sign along each street.
- Properties with more than 200 feet of street frontage shall be posted with one sign for each 200 feet of frontage, spaced at least 200 feet apart.
- If the application is a use in a shopping center unit, an additional sign shall be posted at the store front. This sign may be placed in a window or door.
- If a property has no road frontage, the number and location of signs to be posted will be determined by the Zoning Administrator. At least one sign will be required to be posted on the actual property, and at least one sign will be required to be posted along a nearby street, with a note giving distance and direction to the property.

After posting the property, the applicant must return the affidavit for sign posting to the Zoning Administrator within three (3) days of the date of posting. Failure to notify the Zoning Administrator within three (3) days may result in the case being removed from the public hearing schedule.

All signs posted must be maintained in good condition by the applicant until the public hearing. If a sign is damaged or destroyed, a replacement sign must be secured from the Department of Public Works and posted as soon as practical.

Although not a requirement, the applicant should photograph the signs after posting, and submit a copy of the photograph with the sign posting affidavit.



TOWN OF DUMFRIES

FINAL SITE/SUBDIVISION PLAN/REVISIONS CHECKLIST (Minimum Acceptance Requirements)

Plan Name: _____

Plans may require a resubmission with a fee

ZA - Zoning Administrator

Item #	ADMINISTRATIVE ITEMS	ZA	Other
1.	Fees in accordance with the Town of Dumfries Fee Schedule		
2.	Town of Dumfries Form with all required information. (Signed by owner or authorized agent).		
3.	A completed standard cover sheet with the current revision date.		
4.	<p>The following will be provided on either the plan or provided in a separate bound and indexed booklet of project information which shall include:</p> <ul style="list-style-type: none"> a. A copy of the stamped approved proffer statement and analysis, if applicable (plan); b. A copy of the stamped approved special use permit conditions and analysis, if applicable(plan); c. A Concurrent Processing form, if the application is the subject of a waiver request, rezoning, proffer amendment and/or special use application at time of submittal (plan) d. A copy of either the Planning Commission resolution, or the Director of Planning's determination of conformity. e. Copies of any approved variances, waivers, or letters of agreement concerning the application (plan). f. Copy of the approved MZP. g. A copy of the Unit Price List (plan). h. Signed and sealed Traffic Impact Analysis (booklet). <p>Items In Red needed for Rezoning Applications</p>		
	PLAN DETAILS		
6.	Sheet size not to exceed 24" x 36". More than two (2) sheets indexed with match lines following lot lines for lots of five acres or less in size.		
7.	A scale of no less than 1" = 50'.		
8.	Contour interval no greater than 2' referenced USGS Datum, extending 50' beyond the parcel's property lines.		
9.	The north point, scale, date, and vicinity map		
10.	The boundaries of the property involved by bearings and distances.		
11.	The proposed title of the project and the name of the engineer, architect, landscape architect, surveyor, and/or developer; the name of the developer; and a signature panel for the director of planning's approval.		
12.	Present zoning of the project parcel(s) and all adjacent parcels, along with their present use. The project and plan name and number if available shall be noted for all adjoining parcels, if applicable.		
13.	The project parcel(s) GPINs and all adjacent parcels' GPINs.		
14.	Total project site acreage.		
15.	Revisions to an approved plan shall have a completed revision block on each sheet identifying the revisions. A detailed narrative must be stapled to the page sheet or included in the plan set. All revisions shall be circled in red on the initial submission. The project/plan numbers for any previously approved plan shall also be referenced on the revision.		

16.	Street rights-of-way, including names, recordation references, or route numbers, and widths.			
17.	All existing and proposed easements, including type, width, recordation reference, and use restrictions, if any. (For ingress/egress easements, a note shall be provided certifying that the applicant has been granted the right to use, and make improvements within the easements.)			
18.	Existing and proposed buildings and structures, including use, height, square footage, distance to property lines and between buildings, and any applicable building restriction lines. (Site Plans only)			
19.	Existing buildings and other structures on the project parcel(s) and within 50' of the property lines.			
20.	Permanent open space tabulation in acreage, buffers, parks, and recreation areas, including ownership and size of the facility.			
21.	Municipal or other publicly owned land within 50' of the property lines, including the distance to the nearest school or school site.			
22.	Existing utility lines and structures, such as water, sewer, gas, electric, telephone, well, and drain fields on the project parcel and within 50' of the property lines (if known), including size and/or capacity.			
23.	Heavily wooded areas and trees to be removed that are designated by symbols coincident with the areas of the trees; and an indication of which trees are to be retained and which are to be removed.			
24.	Traffic counts (vehicles per day).			
25.	All entrances labeled to proper VDOT or Town standards.			
26.	Percent of grades noted at all commercial entrances.			
27.	Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site.			
28.	Any project which has within its limits one or more geodetic control monuments shall show those monuments with the following note: "The geodetic control monument(s) (list all pertinent monuments) located on or in proximity to the site will not be disturbed. The developer assumes the responsibilities for replacement of the monument(s) should it/they are disturbed during any development related to this project."			
29.	Lot layout, including lot numbers, area of each lot, and street dedication area. All resultant areas of recorded parcels less than 10 acres in size shall be shown on the plans and indicated in the area tabulation. All resultant areas of recorded parcels 10 acres or greater in size are considered as residue and shall be indicated in the area tabulation, but not shown on the plans.			
30.	Density tabulation (provide by section and overall), total number of proposed lots and/or dwelling units.			
31.	Streets, roads, travel ways and other rights-of-way, recordation reference (if known), street classification, widths, rates of roadway super-elevation, when applicable, vertical curves and the typical cross-section, profile sight distance noted, vertical and horizontal sight distances verified at all intersections, and improvements within the State right-of-way. Guard rail and paved ditches shall be shown as required. Handicapped access curb ramps shall be provided at all street intersections on urban design roadways.			
32.	Off-street parking (including ADA) and loading layout, if applicable, including typical size, number of spaces by location, and required and provided tabulation by use type.			
33.	When proposed streets intersect with or adjoin existing streets, both edges of existing pavement surface or curb and gutter must be indicated for a minimum of 150 feet or the length of connections, whichever is the greater distance.			
34.	Utility easements, including gas, electric, telephone and cable television, with the width and type indicated (if known). (Minimum width of 20 feet)			
35.	Location of street name signs, streetlights, stub outs, and their easements.			

Engineer/Surveyor Signature

Date

NOTICE

The Town of Dumfries does not discriminate-against religions or on the basis of sex, age, race, national origin, or a disability- in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes.

Under RLUIPA, no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on less than equal terms that a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

The Town of Dumfries does not discriminate against religions in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.