



ZONING MAP AMENDMENT (REZONING) APPLICATION

CITY OF WAYNESBORO, PLANNING DIVISION

Reference City Code [Sec. 98-7-4](#)

Application Fee \$350

A.) SITE INFORMATION:

Property Address: _____

Tax Map No./Legal Description: _____

Proposed Zoning:

Present Zoning: _____ Comprehensive Plan Designation: _____

Lot Size (Acreage or Square Footage): _____ Present Use: _____

Is property located in any of the following overlay districts? Enterprise Zone Flood Hazard Historic Other _____
(according to FEMA map)

Project Description (use a separate sheet as necessary):

B.) APPLICANT INFORMATION:

Property Owner of Record: _____
(Printed)

Address: _____
(Street Address) (City, State, Zip)

Email Address: _____ Phone #: _____

*Applicant's Name: _____ Contact Name: _____
(Printed) (Printed)

Address: _____
(Street Address) (City, State, Zip)

Email Address: _____ Phone #: _____

* If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).

FOR OFFICE USE ONLY:
Date Rec'd _____ Fee Paid \$ _____ MS Receipt # _____ Application# _____ Approval Date _____ Not approved

C.) (OPTIONAL) LICENSED PROFESSIONAL (Architect, Engineer, Surveyor, Landscape Architect):

Firm Name: _____ **Contact Name:** _____
(Printed) (Printed)

Address: _____
(Street Address) (City, State, Zip)

Phone #: _____ Fax Number: _____

Email Address: _____ Professional License # _____

E.) SELECT PRIMARY CONTACT PERSON FOR STAFF: Owner Applicant Licensed Professional

D.) SIGNATURES:

If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).

AFFIDAVIT: The undersigned property owner, or duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; WITH THE UNDERSTANDING THAT ANY INCORRECT INFORMATION SUBMITTED MAY RESULT IN THE DELAY OR RESCHEDULING OF APPROVAL. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

 Print Name

 Daytime phone number of contact

 Signature of Owner, Contract Purchaser, Agent

 Date

PROCEDURE FOR REZONING REQUESTS

[City Code [Sec. 98-7.4](#)]

1. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with the City Planner is required. This meeting will provide basic information on the city's review process including application filing and deadlines. This meeting will also identify expectations for the application materials, level of detail required to recommend approval of the application, and will help identify any problems that could adversely affect review and approval of the application. Contact the City Planner at 540-942-6604 to schedule a pre-application meeting.

2. DEADLINE

Deadline for application submission is the **First Thursday of the month**.

3. APPLICATION SUBMITTAL REQUIREMENTS

An application for a Zoning Map Request shall not be deemed complete until the following information is provided:

- Application Form.** All owners of the property must sign the petition form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required ([Form A-2](#)). Faxed or photocopied signatures will not be accepted.
- Application Fee.** The filing fee is \$350. Checks should be made payable to the “City of Waynesboro”.
- Project Description.** A written report must be submitted detailing the nature and extent of the change desired, a statement of justification, and analysis of how the petition satisfies the approval criteria listed below: (Please note PUD rezoning applications have additional requirements.)
 - a. Consistency with the Comprehensive Plan;
 - b. Suitability of the property to support the proposed use;
 - c. Environmental impacts, such as wetlands, streams, and other surface water features; floodplain management; karst geology and other groundwater resources; impoundment failures; steep slopes; and other natural resources;
 - d. Adequacy of existing or proffered public infrastructure, including, but not limited to the following;
 - i. Transportation infrastructure;
 - ii. Public water and sewer infrastructure;
 - iii. Schools;
 - iv. Public Safety; and
 - v. Parks and recreation.
- Concept Plan.** Eight (8) copies of a concept plan or site plan are required. Plans should provide sufficient detail to permit the staff to make a determination of the compatibility of the proposed project with surrounding development.
- Plat.** A plat is only required if the rezoning request will result in a “split zoning” on a parcel of record.
- Proffer Statement.** An owner may proffer reasonable conditions including cash, real property, services, land use restrictions and other conditions, in addition to the regulations established in the City Code, sec 98-7-4-10, as part of a petition requesting an amendment to the zoning district regulations or the official zoning district map(s) or a change in zoning of individual parcel(s).

The Planning Director may require additional information at any time during the review process.

4. REVIEW AND LEGISLATIVE APPROVAL OF ZONING MAP AMENDMENTS (REZONINGS)

The Planning, Zoning, Public Works, Fire, Police, and other city departments will review Zoning Map Amendment (ZMA) applications and work with the applicant to resolve problems. Once the application is ready, the Planning Director will prepare a staff report and schedule a public hearing with the Planning Commission. At the public hearing, the Planning Commission will review the public's comments, the application, and the staff report. These inputs will be used to make a recommendation to the City Council on the ZMA application.

To approve a ZMA, City Council must pass an ordinance which requires two separate meetings. At the first meeting, the Council holds its public hearing, receives the staff report and Commission's recommendations, and typically introduces the ordinance. At the second meeting, Council may vote to approve, deny, modify, table, or send the matter back to the Commission for additional consideration. If Council approves the ZMA request, it will attach such conditions as it deems reasonably necessary to ensure the use will be compatible.

Rev. 1.20.2023