



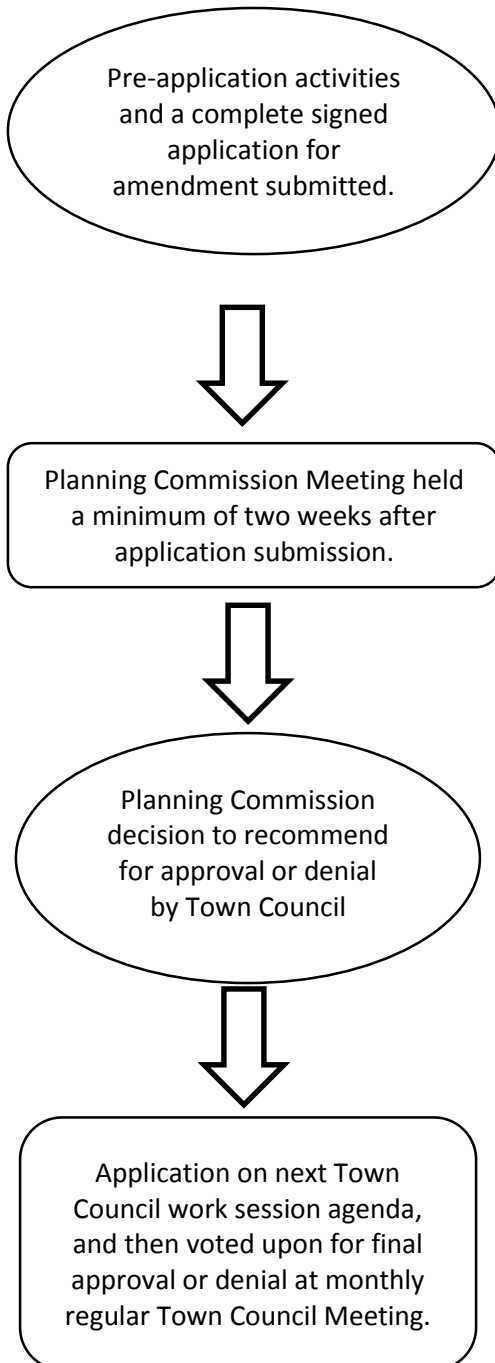
Town of Strasburg
Planning and Zoning Department
 174 E King Street
 Strasburg VA, 22657
 (540) 465-9197 Fax (540) 465-3252

Amendments Application

Revised 01/18/2016

Process and Supplementary Information:

The following process applies for amendments to the Comprehensive Plan, Unified Development Ordinance (UDO), and Official Zoning Map (rezonings). Also, the necessary supplementary information or procedures are detailed for each type of amendment.



- **UDO Text Amendment:**
 - Completed and signed application with fees paid at time of filing, and a detailed description of the change to be made.
 - Application fee of \$500 per section (waived if Town Council endorses application)
 - Can be initiated by any person.
- **Zoning Map Amendment** (rezoning/conditional zoning):
 - Legal description of the area to be rezoned. Including a metes and bounds survey and calculation of total area to be rezoned.
 - Can be initiated by Town Council or Planning Commission, or filed by the owner or, with the owners specific consent, a contract purchaser or owner's agent of a property included within the boundaries of a proposed rezoning.
 - Survey Plat of the area to be rezoned – prepared by a licensed professional surveyor/engineer.
 - Proffer Statement outlining any voluntary conditions being offered as part of the rezoning. The statement must be signed by all property owners and notarized.
 - Application fee of \$1,500+\$100 per acre. \$500 for a proffer revision
 - Signed proffer letter of all the voluntary conditions the applicant would like to proffer in order to offset the development impacts of the site.
 - Completion of all pre-applications activities; including but not limited to a Phase I Environmental Assessment, a pre-application meeting, hosting a neighborhood meeting, and attending the Technical Review Committee Meeting.
- **Comprehensive Plan Amendment:**
 - Pre-application meeting conference with the Zoning Administrator to discuss the procedures and requirements.
 - Can be initiated by a property owner or his/her designated representative, The Planning Commission, Town of Strasburg, Zoning Administrator, a neighborhood association or the owner of any business in the Town of Strasburg.
 - Completed and signed application with fees paid at time of filing and a detailed description of the change to be made.
 - Application fee of \$1,500
 - Specific description of the change to be made in the plan.



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Permit Number: _____

Permit Fee: _____

- Comprehensive (Community) Plan Amendment
- Zoning Map Amendment
- Unified Development Ordinance Amendment

Property Address _____

Applicant Name _____

Applicant Phone No. _____ Applicant E-mail _____

Owner Name _____ Owners Phone No. _____

Owner Address _____

Description and Rationale of Proposed Amendment (attach additional sheets as necessary):

Property Owner/Authorized Agent Consent:

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Property Owner/Authorized Agent Signature

Date

Right to Appeal:

Should any person be aggrieved by any decision of the Town Council, they shall have the right to appeal same to the Circuit Court of Shenandoah County, Virginia, in the manner prescribed by law, consistent with the Code of Virginia, § 15.2-2314.

<u>Town Staff Only</u>	
Permit Fee: _____	Business License Paid: _____ Taxes Paid: _____
Zoning District: _____	Tax Map #: _____ Floodplain: _____
Acreage: _____	Proposed Land Use: _____ Current Land Use: _____
Complete Application: _____	Date: _____
Meeting Dates and Decisions:	

Comments and Conditions:	

<i>Stamp Final Approval</i>	