



Rezoning/Special Use/Comprehensive Plan Amendment Permit Application

Version 2023.0522

Planning & Zoning Administration
174 E. King Street, P.O. Box 351
Strasburg, VA 22657
(540) 465-9197 ext. 127

(select one) Rezoning <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Proffer Amendment <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/>		Permit #	
Applicant Information			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Owner Information			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Lot Information			
Address		Tax Map #	Lot Acreage
Current Zoning District		Proposed Zoning District	
Project Information			
Description			
Project Name		Building Area (square feet)	
Current Use		Proposed Use	
Related Plans (Rezoning, SUP, previously approved plans, Revisions)			
Applicant Signature			Date



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What is needed for a Rezoning submission

1. Application
2. Application fee per current fee schedule
3. One plan set hard copy and a digital copy that includes;
 - B. Town of Strasburg Cover Sheet
 - C. General Design Plan
 - D. Proposed Proffer Conditions (if applicable)
 - E. The latest deed for the property
 - F. A plat indicating the property associated
 - G. A development analysis
 - H. The names and mailing addresses, as listed in the current real estate tax assessment books or current real estate tax assessment records, of all property owners, in all directions, within 500 feet of the perimeter of the property to be rezoned. Even if less than the entire record parcel is to be rezoned, then the names and addresses of all property owners within 500 feet of the parcel boundaries shall be provided.
 - I. Traffic impact analysis or written exemption from VDOT
 - J. A narrative of the proposed
4. See the Unified Development Ordinance for more information.

What is needed for a Special Use Permit submission

1. Application
 2. Application fee per current fee schedule
 - A. A drawing, plan, or plat that indicates,
 - i. Current use
 - ii. Proposed use
 - iii. Site/building
 - iv. Area of proposed use
- See the Unified Development Ordinance for more information.

What is needed for a Proffer Amendment submission

1. Application
2. Application fee per current fee schedule
3. The approved GDP for reference
4. The current proffer state with mark-up of requested amendment
5. A narrative of the proposed amendment

What is needed for a Comprehensive Plan Amendment submission

1. Application
2. Application fee per current fee schedule
3. Plat indicating
 - A. Proposed existing lots related.
 - B. Proposed Zoning District
4. The names and mailing addresses, as listed in the current real estate tax assessment books or current real estate tax assessment records, of all property owners, in all directions, within 500 feet of the perimeter of the property to be rezoned. Even if less than the entire record parcel is to be rezoned, then the names and addresses of all property owners within 500 feet of the parcel boundaries shall be provided.

Right to Appeal:

Unified Development Ordinance (UDO) Chapter 1 Section 19.4 A: An appeal to the Board (of Zoning Appeals) may be taken by any person aggrieved or by any officer, department, Board or bureau of the Town affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of Code of Virginia, 15.2-2280 et seq. or this UDO. The recipient has the right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that decision shall be final and un-appealable if not appealed within 30 days. The appeal period shall not commence until a written determination is made. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the ground thereof.