



302 N. Main Street
Culpeper, Virginia 22701

DEPARTMENT OF DEVELOPMENT

Planning and Zoning

(540) 727-3404 Fax: (540) 727-3461

***Pre-application Meeting Process for Special Use Permits
or Zoning Map Amendments***

Pre-application meeting process and guiding principles:

- The pre-application meeting is intended to provide the necessary guidance to an applicant in order to ensure the proposed project is well managed throughout the review process. To schedule your meeting please contact Planning and Zoning at (540)727.3404.
- It is key for all to understand that the objective of a pre-application meeting is to insure that an imminent Zoning Map Amendment or Special Use Permit application is submitted in the most complete form possible, consistent with submittal requirements of County Zoning Ordinance and key supplemental information needed for the review is provided with the application submittal.
- If the pre-application meeting is to discuss more general concepts and options for development, and the specific scope of the project is not known yet, then the meeting will likely be considered an “exploratory” pre-application meeting. Staff will advise the applicant at the exploratory pre-application meeting whether an additional meeting is needed or will be waived by the Director of Planning and Zoning.

Pre-application meeting purposes:

Whether considered an exploratory pre-application meeting or determinate pre-application meeting the meeting is intended for the following:

- Provide the applicant and County staff with a common understanding of the proposed project.
- Inform the applicant about the proposed project’s consistency with the Comprehensive Plan, other relevant policies, and county regulations.

- Broadly identify issues raised by planning, zoning and/or any other relevant entity, or issues raised by the applicant that may need to be addressed.
- Inform the applicant about the applicable review procedure and Planning Commission work sessions.
- Determine the information the applicant must submit with the application including supplemental information pertaining to the proposal.



Pre-application Meeting Request for Special Use Permits or Zoning Map Amendments

Project Name: _____

Tax Map/ Parcel No.: _____

I would like to discuss the following (Check the appropriate box(es))

<input type="checkbox"/> Proposed New Special Use Permit or Amendment Proposed Use(s) & Section(s) of the Zoning Ordinance requiring a special use permit (if known): _____	<input type="checkbox"/> Proposed Zoning Map Amendment Current Zoning District: _____ Proposed Zoning District (if known): _____ Will this be an amendment to a prior rezoning action? <input type="checkbox"/> Yes, Case No. or Name of prior action _____ <input type="checkbox"/> No
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Has a pre-application meeting happened previously for this project? Yes ___ No ___

If Yes, provide the date of the meeting _____

Agent/ Contact Person (who should we call/ write concerning this project?)

Daytime Phone (_____) _____ Cell Phone (_____) _____
Email: _____

Owner of Record (If different from above) _____
Daytime Phone (_____) _____ Cell Phone (_____) _____
Email: _____

****Please provide a complete pre application meeting checklist, including all written descriptions noted in the checklist.**

Owner/ Applicant
Please read and sign

I hereby certify that the information provided on this request form and accompanying information is accurate, true and correct to the best of my knowledge and belief.

Signature of ___Owner or ___Agent

Date

Print Name

NOTICE

Culpeper County 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.

Culpeper County 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.



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Pre-application Meeting Checklist

There is **no fee** required for pre-application meetings.

Depending on the scope of the project, attendees of the meeting may include, but are not limited to: Department of Development Staff (Planning & Zoning, and Building), VDOT, Health Dept., Culpeper County Fire & Rescue, Soil and Water Conservation District.

Pre-application process:

- Consult with the Planning and Zoning staff to preliminarily discuss your proposal and questions you need answered to determine the type of pre application meeting that is needed and what agencies/departments may need to attend. **Staff will notify the applicant if this meeting is sufficient, or if an additional meeting is required.**
- If it has been determined that the project is ready for a pre-application meeting, please fill out the "Pre-application Meeting Request" form (located on the County website, web.culpepercounty.gov or in the Planning and Zoning office- 302 N. Main St Culpeper, Virginia 22701.) Along with the following information:
 - A written statement as to the proposal's consistency with the Comprehensive Plan
 - A written description of your proposal, specifically outlining, as applicable:
 - o Description of the properties to be developed (Tax Map/ Parcel No., total acreage, existing buildings and uses/activities current on the property, existing zoning and Comprehensive Plan land use designation)
 - o The proposed use or mix of uses; the proposed density or total square footage of the development, the proposed scale, and the proposed zoning district, and any other information that may help identify potential impacts of the development (such as hours of operation, unique traffic characteristics, etc.)

- A brief description of the surrounding properties including the uses on site i.e. residential, commercial, vacant, etc. and character of the property (mostly wooded, in pasture, etc.)
- **Sketch/ Concept Plan is recommended but not required for the meeting request.**
An illustration of the proposal or concept plan may be useful in discussing your project. At minimum you are encouraged to submit a boundary survey or plat of the property or any known prior approved plan or plat of the property. *see the recommended content for a sketch/concept plan below.
- Submit the following to the front desk of the Planning and Zoning Department)302 N. Main St. Culpeper VA 22701) by 4:00 p.m.:
 - One (1) completed pre-application meeting request form
 - One (1) completed pre application meeting checklist
 - Six (6) copies of all additional information including a Sketch/concept plan (if providing)

***Sketch/ Concept Plan recommended content:**

It is desirable to have an illustration of the following information:

- The parcel(s) to be developed and parcel(s) in the general area of the proposal.
- Location of entrance(s) onto public street(s)
- Location of proposed use (general location of buildings/building areas or existing structure(s)/ area to be used on a developed site)
- Parking locations
- Major environmental features (water bodies/ floodplain, area of 25% > slope)

The more information about the proposal, the better staff can assess the issues and provide feedback on the overall proposal. Particularly for larger scale projects, the following is encouraged:

- Grading activity (rough concept for grading or detailed grading plan if available) or topographic information for the property with 25% slopes identified. This information is available on the County GIS site:
<http://www.onlinegis.net/CulpeperCountyVA/Map.html>
- For properties within the Entrance Corridor Overlay District (properties along major county roads i.e. Route 15, 29, 522 Etc.) the general location for landscape areas, wooded areas etc. is encouraged.

NOTE: illustrative info. /sketch plan does not need to be an engineered plan; a basic “sketch plan” may be adequate for most pre application meetings. Map information/ layers are available on the County’s GIS site. And can be used to obtain some of the required or recommended information.