County of Albemarle
Department of Community Development
401 McIntire Road Charlottesville, VA 22902
Voice: (434) 296-5832 Fax: (434) 972-4126

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

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Pre-application meeting process and guiding principles

- The pre-application meeting is intended to provide the necessary guidance to an Applicant so as to ensure the smooth management of the proposed project through the review process. **Per Section 33.4 of the Zoning Ordinance, a pre-application meeting is required to be held with each perspective Applicant prior to the submittal of a Special Use Permit (SP) or Zoning Map Amendment (ZMA) application.**

- IT IS KEY FOR ALL TO UNDERSTAND THAT THE OBJECTIVE OF A "MANDATORY" PRE-APPLICATION MEETING IS TO INSURE THAT AN IMMIENT ZMA OR SP APPLICATION IS SUBMITTED IN THE MOST COMPLETE FORM POSSIBLE, CONSISTENT WITH SUBMITTAL REQUIREMENT OF COUNTY ORDINANACE 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 mandatory pre-application (meeting the requirement of the Zoning Ordinance) is needed or will be waived by the Director of Planning.

Pre-application meeting purposes

Whether considered an exploratory pre-applications meeting or a mandatory pre-application meeting in advance of a specific and imminent application submittal, a pre-application meeting will do 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 the planning, zoning and other issues raised by the application that the Applicant will need to address;

- Inform the Applicant about the applicable review procedure; including Community Meetings and Planning Commission work sessions and

- Determine the information the Applicant must submit with the application, including the supplemental information delineated in Section 33.4(c).

  For an exploratory pre-application meeting, since in depth, detailed information is rarely provided or multiple scenarios are discussed, staff's comments will be general in nature. For a mandatory meeting on a more detailed project expected to be submitted in the short-term, staff will provide more detailed comments and specify information that needs to be submitted with the application, based on the narrative and other information provided by the applicant at the mandatory pre-application meeting.

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Pre-application Meeting Checklist

Pre-application meetings are held every Monday at 2 p.m., 3 p.m. or 4 p.m. (Holidays excluded). There is no fee for setting up or attending the meeting. Attendees of the meeting include staff from Community Development (Planning, Zoning, & Engineering) VDOT, and where appropriate the Albemarle County Service Authority (water and sewer), and Albemarle County Fire & Rescue.

Pre-application process

☐ First, consult with either the Pre-application Coordinator (Francis MacCall) or the Chief of Planning (David Benish) 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 need to attend.

- ☐ A prospective Applicant may request or be guided to have a more general, exploratory pre-application meeting with staff to discuss their proposal prior to submitting more detailed information about the project as will be required for the mandatory pre-application meeting. It may be determined that, based on the nature of or circumstances related to the proposal, and the level of information available at the meeting, that a mandatory pre-application meeting is no longer needed. **Staff will notify the applicant if this meeting may qualify as the mandatory pre-application meeting or if an additional meeting is required.**

☐ If it has been determined that your project is ready for a mandatory pre-application meeting, then fill out the "Pre-application Meeting Request" form below or located on the County website, www.albemarle.org/cdapps and provide the following information with the request form:

- ☐ A written description of your proposal, specifically outlining, as applicable, the following;
  - ☐ Description of the properties to be developed (tax map and parcel number, total acreage, existing buildings and uses/activities current on the property, existing zoning and Comprehensive Plan land use designation)
  - ☐ The proposed use or mix or uses; the proposed density or total square footage of 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.)
- ☐ A written statement as to the proposal's consistency with the comprehensive plan.

Sketch/concept plan is recommended but not required for the meeting request

An illustration of the proposal ("sketch"/concept plan) may be useful in discussing your project. You are encouraged to at least submit a boundary survey or plat of the property or any known prior approved plan or plat on the property, if one exists. Please see the recommended content for a sketch/concept plan below **

☐ Submit the following to the front desk of Community Development office, 401 McIntire Road Charlottesville, VA 22902 by 4 p.m. on or before any Monday;

- 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 one)

NOTE: Once the Pre-application Meeting Request form and Pre-application Meeting Checklist have been dropped off to Community Development you will be contacted by staff to set up a meeting on the next available Monday time slot. Any mandatory pre-application meeting will be scheduled within two weeks from the Monday the request is received (subject to meeting time availability).

**** Sketch/concept plan recommended content**

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

- The parcel(s) to be developed and the general area of the parcel(s) to be developed (the development envelope)
- Location of entrance(s) onto the public street(s)
- Location of proposed use (general location for buildings/building areas (envelopes) or existing structure/building/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 the staff can assess the issues and provide feedback on the overall proposal. Particularly for larger scale projects, it is encourage that the following additional is provided, if possible:

- 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 from the County's Web-GIS site).
- The type and location of stormwater management facilities
- For properties within the EC, Entrance Corridor Overlay District, general location for landscape areas, wooded areas to be retained

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-Web system and can be used to obtain some of the required or recommended information

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

Project Name: _____

Tax Map Parcel Number(s): _____

I WOULD LIKE TO DISCUSS THE FOLLOWING (Check the appropriate box or boxes)

☐ **PROPOSED NEW SPECIAL USE PERMIT or AMENDMENT**

Proposed Use(s) & Section(s) of the Zoning Ordinance requiring a Special Use Permit (if known):

_____

☐ **PROPOSED ZONING MAP AMENDMENT**

Current Zoning District: _____

Proposed Zoning District: _____ **(if known)**

This will be an amendment to a prior rezoning action?

_____

File number or name of prior action

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 # (____) _____ *E-mail _____

Owner of Record _____

Daytime Phone # (____) _____ Cell Phone # (____) _____ *E-mail _____

* Email will be primary method of contact unless otherwise specified.

Submittal Requirements

☐ **One (1) completed Pre-application Meeting Checklist (including all written desctiptions noted in the checklist)**

Owner/Applicant Must 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 Daytime phone number of Signatory

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