

# Pre-Application Meetings

## Advisory Guide & Meeting Request Form



**Albemarle County**  
Community Development

401 McIntire Rd., North Wing  
Charlottesville, VA 22902  
Phone 434.296.5832  
Fax 434.972.4126

This guide is designed to provide prospective Community Development applicants with the information needed for a successful pre-application meeting.

Please contact the Pre-Application Meeting Coordinator with any questions you may have.

### Why have a Pre-Application Meeting?

- The pre-application meeting is an opportunity for dialogue between the parties involved in the development process. A meeting can benefit your project by helping to facilitate quality design, smooth project management, and efficient use of your time and resources.
- Per Section 33.14 and 33.31 of the Zoning Ordinance, a pre-application meeting is required to be held with each prospective Applicant prior to the submittal of a Special Use Permit (SP) or Zoning Map Amendment (ZMA) application. However, a meeting can be requested for any type of application or project.
- Attendees of the meeting include staff from Community Development (Planning, Zoning, & Engineering), and where appropriate, VDOT, Albemarle County Service Authority (water and sewer), and Albemarle County Fire & Rescue.

### What are the types of Pre-Application Meetings?

- A “Mandatory” pre-application meeting is required for SP and ZMA applications to ensure that the application is submitted in the most complete form possible; consistent with the submittal requirements of the County Code and containing the supplemental information necessary for an efficient review. These meetings require a higher level of detail from the applicant’s submitted materials. Staff will provide detailed comments and specify the supplemental information required to be submitted with the application.
- An “Exploratory” pre-application meeting is intended to discuss more general concepts and options for development, including multiple scenarios. Since these meetings often lack the detailed information necessary for staff to provide the level of input found in a Mandatory meeting, staff comments are usually general in nature. Meetings for site plans, subdivisions, zoning clearances, etc. are considered to be Exploratory meetings.

### When can I have a Pre-Application Meeting?

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. Please note that Mandatory pre-application meetings may not be held any later than two weeks prior to an official submittal deadline. Check the [SP/ZMA submittal and review schedule](#) for details.

Please note that no-shows 15 minutes after the scheduled time will be determined to have cancelled the meeting. As a matter of professional courtesy, if you anticipate that you will be arriving late, please let the [Pre-Application Coordinator](#) know as soon as possible.

#### < Meeting Purposes from the Zoning Ordinance (33.4)

*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).*

#### Albemarle County Development Timeline

1.	<b>Pre-Application Meeting.</b>
2.	Legislative Permissions (if necessary).
3.	Site Development & Design Planning.
4.	Building/Zoning Permits and Construction.
5.	Zoning Clearances and Code Compliance.

# Process & Required Information for a Successful Pre-Application Meeting

## 1. Consult with the Pre-Application Coordinator.

They will discuss your proposal with you and ask some questions to determine the type of pre-application meeting that is needed, as well as what agencies/departments need to attend.

## 2. Fill out the "Pre-Application Meeting Request" form.

If it has been determined that your project is ready for a pre-application meeting, then fill out the "Pre-Application Meeting Request" form below or located on the County website. When more information about the proposal is provided, staff can better assess the issues and provide feedback on the overall proposal.

## 3. Prepare a conceptual "sketch" plan.

An illustration of the proposal (Conceptual "Sketch" Plan) may be useful in discussing your project, particularly identifying any engineering/site issues. 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.

**This "sketch" plan is required for "exploratory" meetings for subdivisions and site plans.**

## 4. Submit a complete "Pre-Application Meeting Request" form.

Submit the following to the Pre-Application Coordinator via email, or to the front desk of Community Development office by 12 p.m. on or before any Monday;

Completed Pre-application Meeting Request form – one (1) if physical copies provided

All additional information – six (6) if physical copies provided

### Conceptual "Sketch" Plan Guidelines

*This plan does not need to be an engineered plan; a basic "sketch" plan may be adequate for most pre-application meetings. Some recommended content is listed below.*

*Map information is available on the County's GIS-Web system and can be used to obtain some of the required or recommended information.*

### Recommended Content

- 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 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 / stream buffers / floodplain, critical or steep slopes)

### For larger projects, the following are encouraged, 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 Entrance Corridor Overlay District (EC), general location of landscaped areas, wooded areas to be retained

Once the Pre-application Meeting Request form has been submitted, you will be contacted by staff to set up a meeting on the next available Monday.

Any mandatory pre-application meeting will be scheduled within two weeks from the Monday the request is received (subject to meeting time availability). [Click here to view the Special Use Permit & Zoning Map Amendment Submittal and Review Schedule.](#)

Meetings can be scheduled no later than 12 p.m. on the Monday immediately prior to your desired meeting time. This is to provide staff with sufficient time to review your proposal and prepare for the meeting.

**Your required Meeting Request form and supporting information must be received to confirm your meeting.**

# Pre-Application Meeting Request Form



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**Community Development**  
 401 McIntire Rd., North Wing  
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 Phone 434.296.5832 | Fax 434.972.4126

## 1. Applicant & Owner Information

APPLICANT'S NAME:			
E-MAIL ADDRESS:		PHONE:	
OWNER OF RECORD'S NAME:	Same as Above		
E-MAIL ADDRESS:		PHONE:	

## 2. Meeting & Proposal Type

Proposed New Special Use Permit or Amendment to Special Use Permit	Proposed Zoning Map Amendment	All Other Applications/Developments (Subdivisions, Site Plans, Clearances)
PROPOSED USE:	CURRENT ZONING DISTRICT:	
	PROPOSED ZONING DISTRICT:	
HAS A PRE-APPLICATION MEETING HAPPENED PREVIOUSLY? IF YES, PLEASE PROVIDE THE DATE OF THE MEETING:		
IF AMENDING A PREVIOUS APPLICATION, PLEASE PROVIDE THE APPLICATION NUMBER:		

## 3. Proposal Information

NAME OF PROJECT:		
TAX MAP AND PARCEL NUMBER (OR ADDRESS, IF UNKNOWN)	ZONING DISTRICT OF SUBJECT PROPERTY:	
DESCRIPTION OF PROPOSAL: (IF MORE SPACE IS NEEDED, ATTACH AN ADDITIONAL SHEET.)		

## 4. Additional / Required Information

REQUIRED INFORMATION FOR <b>"MANDATORY"</b> SPECIAL USE PERMIT / ZONING MAP AMENDMENT PRE-APPLICATION MEETINGS
<i>Please attach a written statement including the following information:</i>
<ul style="list-style-type: none"> <li>• <b>Comprehensive Plan</b> land use designation of the properties to be developed;</li> <li>• A description of surrounding properties, including the uses on-site (i.e. residential/commercial/vacant) and character (wooded, pasture, etc.);</li> <li>• Any other information that may help identify potential impacts of the development (hours of operation, unique traffic or water/sewer demands, etc.);</li> <li>• An analysis of the proposal's consistency with the Comprehensive Plan.</li> </ul>
REQUIRED INFORMATION FOR <b>"EXPLORATORY"</b> SUBDIVISION & SITE DEVELOPMENT PLAN PRE-APPLICATION MEETINGS
<ul style="list-style-type: none"> <li>• A conceptual "sketch" plan showing the proposed lot layout and/or building areas; entrances onto public streets.</li> </ul>

## 5. Applicant Signature

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/APPLICANT:	DATE:
PRINT NAME:	DAYTIME PHONE NUMBER:

## Submittal Requirements

This form and all attachments must be received by 12 p.m. Monday to schedule a meeting for the following week (subject to meeting time availability.) If you are submitting this form in-person rather than via e-mail, please provide six (6) copies of any additional documents/exhibits.