

## Rezoning Application Materials

### New Commercial Construction 4,999 square feet or less

- 4 site plans
- Narrative – 4 copies
- Proffers (if applicable) – 4 copies
- Letter of Consent (if applicable)
- \$500

### New Commercial Construction 5,000 square feet or more

- 4 site plans
- Narrative – 4 copies
- Proffers (if applicable) – 4 copies
- Letter of Consent (if applicable)
- Completed PEC Application
- \$700

### Residential

#### 30 units or less and no new roads

- 4 plats
- Narrative – 4 copies
- Proffers (if applicable) – 4 copies
- Letter of Consent (if applicable)
- \$500

### Residential

#### 31 units or more and/or new roads

- 4 plats
- Narrative – 4 copies
- Proffers (if applicable) – 4 copies
- Letter of Consent (if applicable)
- Completed PEC Application
- \$700

# Campbell County

For a complete review of the rezoning process and other regulations, access our Zoning Ordinance at:

[www.co.campbell.va.us](http://www.co.campbell.va.us)

Once there click **Government Information**, then **County Code**. Zoning information can be found in Chapter 22.



Campbell County  
Community Development Department  
Planning, Zoning, & Subdivision Office

85 Carden Lane  
PO Box 100  
Rustburg, VA 24588

Phone (434) 332-9780

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the  
**REZONING  
PROCESS**

# Rezoning Applications

## FIRST STEPS

Before deciding to file a rezoning application, compile the following information:

1. Current Zoning
2. Current Property Owner
3. Intended use of the property
4. Location and use of existing buildings on site
5. Location and size of proposed buildings on site
6. Available utilities
7. Entrance approval from VDOT
8. Traffic study from VDOT or Campbell County (if required)
9. Use of surrounding properties

A pre-application meeting with the Zoning and Subdivision Administrator is highly encouraged. During this meeting it will be determined what zoning designation may be appropriate for the intended use of the property. Also to be discussed are review processes, required documents, and the number of site plans and/or plats necessary to file the official application.

The pre-application meeting can be arranged by contacting the Planning Office at (434) 332-9780.

## THE PROCESS

The Rezoning process generally takes 90 days or more depending on when the official application is filed and the scope of the proposed development. During this process, the request is presented to the **Planning Commission for a recommendation** and to the **Board of Supervisors for final action**. Each body meets separately and each holds a public hearing where you or your representative must be present. Upon application, the Zoning and Subdivision Administrator will advise you of your scheduled meeting dates and times. The Board of Supervisors may make a final decision immediately following the public hearing; however, they have up to 12 months to act on a rezoning request.

For new commercial construction of 5,000 square feet or greater, or for proposed subdivisions with 31 lots or more, a review of the development is required by the **PEC (Project Evaluation Committee)**. This review will take place prior to the Planning Commission meeting.

✓ **PEC Application Fee: \$200**

## WHAT'S NEEDED

Prior to an official application to rezone the following submittals are required:

- **Site Plan and/or Subdivision Plat**

This must be prepared by a **licensed engineer, architect, or surveyor** and it must have the licensee's seal and signature, or it must be clearly marked "Preliminary" by the licensee. All copies are required at the time of application (number of copies are determined by the Zoning and Subdivision

Administrator – see the enclosed chart for more information).

- **Narrative**

This is a typed document that states the reason you are requesting to rezone and other specifics about your request.

- **Letter of Consent**

If you are not the property owner you *must* have a letter, signed by the current property owner, giving you permission to act as his or her Agent.

- **Application Fee**

\$ 500

- **Proffered Conditions**

Proffered conditions are usually exclusions of some uses permitted by right or by special use permit in the proposed zoning district. They can also include more stringent setbacks and buffering, the mandatory use of public utilities, or additional landscaping. Should the applicant desire to submit proffered conditions the proffers must be in writing, signed by **all** current property owners, and submitted prior to the start of the public hearing.

Once the site plan and/or plat has been prepared, all required copies have been obtained, and all other required documentation is gathered, an appointment with the Zoning and Subdivision Administrator is **required** to file the official rezoning application. This appointment can be made by calling the Planning Office.

