



## CITY OF BUENA VISTA

# REZONING: ZONING MAP AMENDMENT

## CITY OF BUENA VISTA

Office of Planning and Zoning  
2039 Sycamore Avenue  
Buena Vista VA 24416  
(540) 261-8607

Submission Date: \_\_\_\_\_

### PACKET CHECKLIST

- Permit Form
- Written Narrative
- Plat (4 paper copies + digital copy if available)
- Site Plan (4 paper copies + digital copy if available)
- Traffic Counts or a Traffic Study/Plan, if required by Zoning Administrator
- Proffers, if applicable, in format acceptable to City Attorney
- Satisfactory evidence that owner is current on real estate taxes for all property within City of Buena Vista, and written explanation of any liens or other judgments against property
- Power of Attorney Affidavit, if applicant is not property owner (Notarized)
- Interest Disclosure Affidavit (Notarized)
- Permit Fee (\$625 + \$50/acre for upzoning; \$325 + \$25/acre for downzoning) Note: fee is non-refundable once public meeting has been advertised

APPLICANT/AGENT INFORMATION					
Name:					
Address:					
City:		State:		Zip:	
Phone/ Email:					

PROPERTY OWNER INFORMATION					
Name:					
Address:					
City:		State:		Zip:	
Phone:					

PROPOSED AREA TO BE REZONED			
Address(es):			
Describe location:			
Tax Map Number(s):	Current Zoning:	Proposed Zoning:	

APPLICANT SIGNATURE			
Printed Name:		Title:	
Signature:		Date:	
Zoning Administrator:		Date:	
<b>Staff Comments:</b>			

## Rezoning Proposal Narrative

Please attach a separate, typewritten page. The proposal narrative is the applicant's opportunity to explain the proposed uses for the site and why the rezoning is in the best interest of the community. Below are elements that should be addressed in the narrative.

- Description of proposed development
  - Previous uses, development, rezonings, special exceptions, etc.
  - Proposed uses and development
- Impact on character and established pattern of development in area, and on adjacent properties and public utilities. Please note how any negative impacts will be mitigated.
  - Uses
  - Buildings and structures
  - Vehicular traffic and pedestrian circulation
  - Utility infrastructure
  - Historic resources
- Relationship to the City's Comprehensive Plan
  - Conformance or deviation from future land use plan, and why
  - Alignment of proposal with Plan element goals, e.g. Transportation, Housing, Community Facilities, Natural Resources, etc.
- Description of proffers

**Plat Checklist:**

- Scale, North arrow
- Owner, Project Name, and Date of drawing
- Property boundaries, with all properties identified by tax map numbers
- Location of floodplain, if applicable, and FEMA classification

**Site Plan Checklist:**

- Vicinity map of site
- Scale of 1" = 50' or less
- North arrow
- Elevation and topography as depicted by contour lines
- Owner, Project Name, and Date of drawing on each sheet
- Property boundaries
- Present zoning and present use of all properties depicted
- Boundaries of proposed zoning changes
- Area of proposed zoning changes, in square feet or acres
- Location and names of all streets, roads, and alleyways
- Location and description of all existing easements, encumbrances, and rights-of-way
- Location of existing utilities, above or underground
- Area of total land disturbance, in square feet or acres
- Clear indication (through text or shading) of any areas of steep slope (15% to 25%, or greater than 25%)
- Location and name of any watercourses
- Delineation of existing mature tree lines or written indication of "no mature tree lines"
- Historic structures or archaeological features, to include burial grounds
- Proposed streets, roads, and alleyways
- Proposed easements or rights-of-way
- Proposed open space, buffer areas, conservation areas, storm water retention facilities, or community facilities
- Proposed utilities, above or underground
- Proposed storm water management infrastructure
- Proposed vehicular and pedestrian circulation plan, right-of-way improvements, access points, travel ways, parking, loading, stacking, sidewalks, and trails
- Layouts and orientation of proposed buildings and improvements, including building use, height, setbacks from property lines and restriction lines
- Conceptual architectural design of buildings and structures
- Location and design of proposed landscaping, fencing, and screening
- Proposed lighting