

REZONING APPLICATION CHECKLIST (Rev. April 2014)

3.3.6 Submittal Requirements

All rezoning applications shall be accompanied by the following items:

- A. ☐ **Application.** An application, on a form provided by the town, completed and signed by the applicant and owner(s) of the property. The applicant shall keep this information current at all times during the processing of the application.
- B. ☐ **Fee.** Associated fees made payable to the Town of Leesburg.
- C. ☐ **Disclosure Statement.** A disclosure statement of the real parties in interest, on a form provided by the town, signed by the applicant and notarized, in accordance with Section 15.2-2289 of Code of Virginia, 1950, as amended. The applicant shall keep this information current at all times during the processing of the application.
- D. ☐ **Existing Conditions Plan.**
 - 1. ☐ Boundary Outline of the entire subject property;
 - 2. ☐ Existing planimetric information on the subject property;
 - 3. ☐ Names and route numbers of all bordering roads or streets, and the width of the existing right-of-ways;
 - 4. ☐ Existing topography with 5-foot contours;
 - 5. ☐ Existing Utility easements, with labels;
 - 6. ☐ Structures within 200 feet of proposed structure or use;
 - 7. ☐ Existing landscaping and treed areas; and
 - 8. ☐ Scale, north arrow, and date;
- E. ☐ **Concept Plan.** Three (3) copies are required with the initial application. The remaining 17 copies are due upon receipt of the acceptance letter, or as determined by the Land development Official at the Pre-Application Conference. The concept plan should be drawn to a scale of 1 inch = 100 feet, or a scale agreed to by the Town, illustrating the following features:
 - 1. ☐ Insert vicinity map;
 - 2. ☐ Total area of property in square feet and acres;
 - 3. ☐ Tax map parcel or pin number of the subject property;
 - 4. ☐ Conceptual grading with 5-foot contours and directional arrows depicting overland drainage;
 - 5. ☐ Scale, north arrow and date;
 - 6. ☐ Adjacent owner names, zoning and use;
 - 7. ☐ Vehicular and pedestrian points of access to the property;
 - 8. ☐ Existing and proposed utility easements, with labels;
 - 9. ☐ Conceptual sewer and water connections to each proposed structure;
 - 10. ☐ Existing and proposed structures;
 - 11. ☐ Required yards and height and proposed setbacks and building heights, both in tabular form and graphically shown on the Concept Plan;
 - 12. ☐ Environmental and historic features, including but not limited to sites or structures listed on the National Register of Historic Places or the Virginia Landmarks Register, or in the *Town Plan* Historic Resources element;
 - 13. ☐ Structures within 200 feet of proposed structure or use;
 - 14. ☐ Existing and proposed landscaping, screening and buffering;

15. ☐ Tree save areas, which may include individual trees and groupings;
 16. ☐ Additional information as may be required by the Land Development Official to provide a comprehensible application given the rezoning proposal. Any additional information that may be required will be discussed as part of the pre-application meeting;
 17. ☐ Building elevations for all new construction or major alterations to existing structures
 18. ☐ All submittal documents (e.g. Statement of Justification, proffers, etc.) shall be submitted in a *Word* format (*.doc);
 19. ☐ All plans shall be submitted in a digital format (*.tif and *.dxf) with a resolution of at least 300 dpi.
 20. ☐ Where a proposed structure lies within 50-feet of the boundary of the property, cross-sections extending 50-feet from within the subject property and extending 50-feet into the adjoining property shall be provided;
 21. ☐ Where a street is proposed, a typical section shall be provided. The typical section should include the location and dimensions of: curb and gutter, on-street parking (if provided), travel lanes, landscaping areas, and sidewalk. The section should extend from building face or 20' beyond the paving section; and
 22. ☐ A lighting plan shall be provided to depict the general location of lighting fixtures and their general lighting distribution pattern.
- F. ☐ **Statement of Justification.** Twenty (20) copies (only three to be provided with initial submission) or other number as determined by the Land Development Official, of a written statement of justification describing:
1. ☐ The nature of the request and uses proposed;
 2. ☐ Traffic Impact Summary that shall include the following: (1) a Trip Generation Table that lists the proposed land uses and the daily and peak hour trip generation as shown in the current edition of the Institute of Traffic Engineers Trip Generation Manual; (2) A Statement whether traffic impact does or does not require mitigation and a description of any proposed mitigation as concluded by the Traffic Impact Analysis; and (3) a description of any proposed public road improvements
 3. ☐ Impacts on adjacent uses and measures proposed to mitigate such impacts;
 4. ☐ Area calculations for each use;
 5. ☐ Dwelling unit count and mix or proposed building Floor Area Ratio (FAR);
 6. ☐ Relationship of the proposal to the *Town Plan*, including but not limited to the Land Use Compatibility policies;
 7. ☐ Justifications for each of the required approval criteria; and
 8. ☐ Any proposed variations or modifications of submittal requirements.
 9. ☐ **Traffic Impact Analysis.** Traffic impacts, including the maximum expected trip generation and the distribution of such trips by mode and the time of day based on current Institute of Transportation Engineers (ITE) Manual, internal road network, and connection into the existing transportation network. A traffic study, as described in Article 7 of the Design and Construction Standards Manual, will be required for all applications where the proposed land use:
 1. ☐ Is adjacent to a road that currently carries or is proposed to carry more than 500 vehicle trips per day (VPD); or
 2. ☐ Contains a road proposed to carry more than 500 vehicle trips per day

(VPD); or

3. ☐ Is adjacent to a road that currently or is proposed to carry 100 or more peak hour vehicle trips per day; or
4. ☐ If the traffic study for the proposed activity is more than one (1) year old.
5. ☐ Waiver Provision. This requirement may be waived at the discretion of the Land Development Official at the applicant's written request filed with the initial application. Any such waiver shall be based upon a finding that such analysis is unnecessary due to the existence of previous studies and analyses which adequately cover the extent of the proposed development and its traffic impact, or if applicant supplies adequate proof that the proposed use does not increase the number of employees or customers using the site, or if otherwise justified by the applicant. The Land Development Official shall set forth in writing the reasons for the determination.

G. **Rezoning Plat.** A rezoning plat, signed and sealed by a certified land surveyor, completed not longer than six (6) months in advance of the date of the application, that contains the following information:

1. ☐ Boundaries of the entire property, with bearings and distances of the perimeter property lines and of each existing and proposed zoning district;
2. ☐ Total area of the property and of each existing and proposed zoning district presented in square feet and acres;
3. ☐ Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat;
4. ☐ Location of all existing buildings and structures; and
5. ☐ Names and route numbers of all boundary roads or streets, and the width of existing rights-of-way

H. ☐ **Proffers.** If the applicant desires to proffer reasonable conditions along with the rezoning application, either a set of signed proffers or a draft set of proffers shall accompany the application.

I. ☐ **Fiscal Impact Analysis.** A fiscal impact analysis is required that demonstrates the long-term fiscal benefits and costs to the Town of the proposal

J. ☐ **Conceptual Grading Plan.** A Conceptual grading plan is required for all rezoning applications. This plan shall be based upon field shot topography, aerial topography, or Loudoun County GIS topography and shall at a minimum include the following information:

1. ☐ Adequate existing and proposed contours and spot shots to confirm that adequate drainage and stormwater management can be provided for the site.
2. ☐ The location of potential SWM/BMP facilities including sufficient preliminary SWM/BMP computations to ensure that the site layout will not have to be significantly altered to provide these facilities at time of the construction drawings.
3. ☐ A clear depiction of the location of any potential areas of existing or proposed steep slopes (greater than 3:1) including locations and heights of any required retaining walls as well as any conceptual stabilization measures, proposed ground covers, etc.

K. ☐ **Reduced Plat.** An 8.5" × 11" reduction of the concept plan must be provided.

L. ☐ **VDOT 527 Review Process Applicability Certification**

- M. ☐ **Traffic Impact Analysis Scope Agreement**. If determined required at the Pre-Application Conference.
- N. ☐ **Planned Development Districts**. For applications utilizing the PRN, PRC, or PEC districts, other required submittal items may apply per TLZO Section 8.2.2.D.
- O. ☐ **Archeological/Historic Information**. Applicant shall provide the following information with the initial submission to determine if there are historic and/or archeological resources of local, state or national significance that are worthy of protection on the proposed site.
1. ☐ Structures, any portion of which was constructed prior to 1940, located on any portion of land designated to be rezoned, require an Intensive Level architectural survey conducted in accordance with State Historic Preservation Office (SHPO) survey standards by an individual or firm that meets the professional qualification standards set forth in 36 CFR 61, Appendix A to evaluate the structure and the site for its local, state, or national significance as an individual resource or as a district using:
 - a. ☐ The National Register Criteria for Evaluation listed in 36 CFR 60.4; and
 - b. ☐ The Criteria for Designation listed under Section 7.5.10.B.1 of the Zoning Ordinance.
 2. ☐ A Phase I archeological survey shall be conducted in accordance with SHPO standards by an individual or firm that meets the professional qualification standards set forth in 36 CFR 61, Appendix A.
 3. ☐ A letter from the State Historic Preservation Office concurring with the evaluation listed in “b” above.

3.3.7 Request for Waivers/Modifications of Submittal Requirements

Any submittal requirements that accompany the application (with the exception of the associated fee) may be waived by the Land Development Official. The applicant must clearly indicate by section and paragraph in the application and in a letter attached to the application, which waiver or modification is requested and provide a justification for each modification/waiver requested. To grant a waiver or modification the Land Development Official must determine that a requirement is not necessary for the full and adequate consideration of the application. The Land Development Official shall set forth in writing the reasons for such determination.