



APPLICATION

MASTER PLAN AMENDMENT and/or ZONING MAP AMENDMENT (REZONING)

- _____ Filing Fee
- _____ Filing Deadline
- _____ Planning Commission Hearing
- _____ City Council Hearing

REQUIREMENTS FOR MAILING NOTICES

Applicants must send written notice of public hearings by certified or registered mail to all abutting property owners at least 10 days prior to the Planning Commission hearing and not more than 30 days prior to the City Council hearing. See detailed instructions on "Notice Requirements".

Mail certified or registered notice of hearings between _____ and _____.
Return notice materials to Department of Planning and Zoning by _____.

APPLICATION CHECKLIST

Check off below items submitted to Department of Planning and Zoning:

- ___ Completed, signed application (in black ink)
- ___ Filing fee
- ___ Legal description of subject property
- ___ Vicinity map (8 ½" by 11")
- ___ Metes and bounds map (8 ½" by 11")
- ___ Buildings and structures map
- ___ Draft notice language

INSTRUCTIONS

MASTER PLAN AMENDMENT AND/OR ZONING APPLICATION

1. Submit a completed application prior to the filing deadline for the desired Planning Commission public hearing meeting. Call the Planning and Zoning staff (703/838-4666) to obtain the specific filing information for Master Plan and/or Rezoning amendments.
2. Submit the required filing fee to the Finance Department, made payable to the City of Alexandria, using the completed receipt form provided by the Planning and Zoning staff. The filing fee is based on the acreage of land for which an amendment is being requested. Please refer to the current fee schedule.
3. Submit a Legal Description of the property proposed for an amendment in this application.
4. Submit a Vicinity Map (8 ½" by 11") showing existing land use, master plan designations and zoning within 300 feet of the subject property.
5. Submit a Metes and Bounds Map (8 ½" by 11") showing the actual dimensions of the subject property, according to the recorded plat of such property, including contour lines, all significant vegetation and other significant natural environmental features on the property.
6. Submit a Buildings and Structures Map showing the use, height, location and ground area of all present and, if known, proposed buildings and structures for the subject property.
7. Provide written notice to nearby property owners pursuant to Section 11-301A of the Zoning Ordinance (see detailed instructions on "Notice Requirements").
8. The Planning and Zoning staff will prepare a report and recommendation to the Planning Commission. The report is typically available 11 days prior to the hearing in the Department of Planning and Zoning.
9. Attend both the Planning Commission and City Council public hearing meetings to present the application and respond to questions.

NOTE: The Director of Planning and Zoning may require additional information as determined necessary for adequate review.

FOR ASSISTANCE WITH ANY OF THESE PROCEDURES,
CALL THE DEPARTMENT OF PLANNING & ZONING AT (703) 838-4666



APPLICATION

[] Master Plan Amendment MPA# _____

[] Zoning Map Amendment REZ# _____

PROPERTY LOCATION: _____

APPLICANT

Name: _____

Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

Interest in property:

[] Owner [] Contract Purchaser

[] Developer [] Lessee [] Other _____

If property owner or applicant is being represented by an authorized agent such as an attorney, a realtor, or other person for which there is some form of compensation, does this agent or the business in which they are employed have a business license to operate in Alexandria, VA:

[] yes: If yes, provide proof of current City business license.

[] no: If no, said agent shall obtain a business license prior to filing application.

THE UNDERSIGNED certifies that the information supplied for this application is complete and accurate, and, pursuant to Section 11-301B of the Zoning Ordinance, hereby grants permission to the City of Alexandria, Virginia, to post placard notice on the property which is the subject of this application.

Print Name of Applicant or Agent

Signature

Mailing/Street Address

Telephone # Fax #

City and State Zip Code

Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____

Fee Paid: \$ _____

Legal advertisement: _____

ACTION - PLANNING COMMISSION _____

ACTION - CITY COUNCIL: _____

MPA # _____
REZ # _____

SUBJECT PROPERTY

Provide the following information for each property for which an amendment is being requested. (Attach separate sheets if needed.)

Address Tax Map - Block - Lot	Land Use Existing - Proposed	Master Plan Designation Existing - Proposed	Zoning Designation Existing - Proposed	Frontage (ft.) Land Area (acres)
1 _____ _____	_____	_____	_____	_____
2 _____ _____	_____	_____	_____	_____
3 _____ _____	_____	_____	_____	_____
4 _____ _____	_____	_____	_____	_____

PROPERTY OWNERSHIP

Individual Owner Corporation or Partnership Owner

Identify each person or individual with ownership interest. If corporation or partnership owner, identify each person with more than 10% interest in such corporation or partnership.

1. Name: _____ Extent of Interest: _____
Address: _____
2. Name: _____ Extent of Interest: _____
Address: _____
3. Name: _____ Extent of Interest: _____
Address: _____
4. Name: _____ Extent of Interest: _____
Address: _____

MPA # _____
REZ # _____

JUSTIFICATION FOR AMENDMENT

(attach separate sheets if needed)

- 1. Explain how and why any proposed amendment(s) to the Master Plan are desirable, beneficial to surrounding properties, in character with the applicable Small Area Plan and consistent with City policies:

- 2. Explain how and why the proposed amendment to the Zoning Map(s) is consistent with the proposed amendment to the Master Plan, or, if no amendment to the Master Plan is being requested, how the proposed zoning map amendment is consistent with the existing Master Plan:

- 3. Explain how the property proposed for reclassification will be served adequately by essential public facilities and services such as highways, streets, parking spaces, police and fire, drainage structures, refuse disposal, water and sewers, and schools.

- 4. If this application is for conditional zoning approval pursuant to Section 11-804 of the Zoning Ordinance, identify all proffered conditions that are to be considered part of this application (see Zoning Ordinance Section 11-804 for restrictions on conditional zoning):
