

HOW TO OBTAIN A ZONING TEXT AMENDMENT

WHAT IS A ZONING TEXT AMENDMENT? A change in any part of the Zoning Ordinance other than the official Zoning Map is considered to be an amendment to the text of the Zoning Ordinance. Such things as adding permitted uses to a zoning district, amending setback or yard requirements, modifying sign regulations, and changing administrative procedures may be accomplished by a zoning text amendment.

Any such amendment may be initiated by resolution of the council, by motion of the planning commission, or by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property which is the subject to the proposed zoning action.

APPLICATION FOR A ZONING TEXT AMENDMENT The applicant must submit the following items to the Community Development Department:

- (1) Completed Application
- (2) \$400 Application Fee

SEQUENCE OF EVENTS

ACTION DATE OR DEADLINE

- | | | |
|----|--|---|
| 1. | Applicant submits application | |
| 2. | Planning Commission reviews | First Monday of the month, 5:00 p.m. |
| 3. | Town advertises Public Hearing | 2 successive weeks prior to hearing date |
| 4. | Planning Commission conducts Public Hearing | Date to be advertised |
| 5. | Planning Commission makes recommendation to Town Council | After Public Hearing |
| 6. | Town Council advertises for Public Hearing | Two successive weeks prior to hearing date |
| 7. | Town Council conducts a Public Hearing | Date to be advertised |
| 8. | Town Council votes on application | After receipt of Planning Commission recommendation |

A non-refundable application fee of \$400.00 must accompany the application.

APPLICANT'S RESPONSIBILITIES The applicant for a zoning text amendment is expected to:

1. Complete the application form and provided the text for the amendment
2. Attend the Planning Commission meeting at which the proposed amendment is initially reviewed
3. Attend the Public Hearings

DISAPPROVAL OF APPLICATION If an application for a zoning text amendment is disapproved by Town Council, the same amendment or one similar to it, cannot be reconsidered for one (1) year.

INSTRUCTIONS FOR COMPLETING TOWN OF ALTAVISTA APPLICATION FOR ZONING TEXT AMENDMENT

1. The application form must be filled out completely, with full answers to every statement and question. If the spaces provided are not adequate, supplemental sheets may be attached. The application must be signed before a Notary Public in the space provided.
2. A non-refundable application fee in the amount of \$400.00, made payable to the Town of Altavista, must be paid at the time of filing the application.

NOTE: An incomplete application will be returned to the applicant. An application is not complete until all supporting documents have been submitted. Any questions concerning zoning text amendments should be referred to the Zoning Administrator.



APPLICATION FOR ZONING TEXT AMENDMENT

Town of Altavista
Department of Community Development
510 7th St
Altavista, VA 24517
434-369-5001, x-103

Date: _____

Applicant's name _____

Applicant's address _____

Applicant's phone # _____ Applicant's email _____

The following amendment to Article _____, Subsection _____, of the Zoning Ordinance for Town of Altavista, Virginia, is proposed:

State exact wording of proposed amendment: _____

1. Give detailed justification for the proposed amendment:

*Contract Purchasers must have the written consent of the owner to proceed with the text amendment.

2. Has Town Council acted on the same or a similar amendment within 12 months prior to the date of the application? Yes No

Applicant

Applicant

CERTIFICATE OF NOTARY PUBLIC

STATE OF: _____ COUNTY OF: _____, to wit: The foregoing instrument was acknowledged before me this ____ day of _____, 20 _____.

Notary Public

My Commission Expires

FOR TOWN USE ONLY

Zoning Text Amendment Case #: _____

Date Application Filed: _____

Date(s) reviewed by Planning Commission: _____

Public Hearing Date: _____

Action by Planning Commission: _____

Action by Town Council: _____
