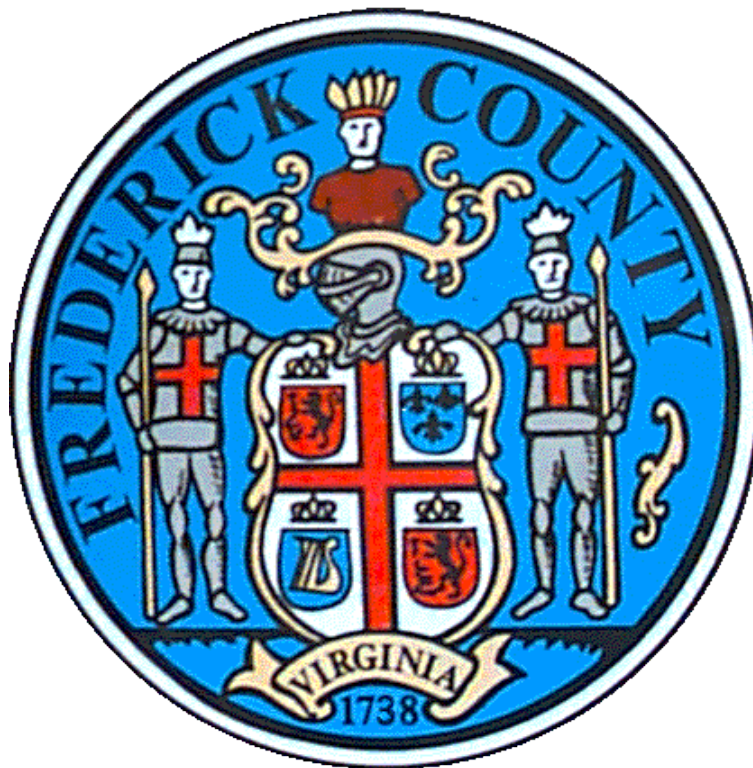


COMPREHENSIVE PLAN AMENDMENT APPLICATION PACKAGE



FREDERICK COUNTY, VIRGINIA

**Department of Planning and Development
107 North Kent Street, Suite 202
Winchester, Virginia 22601
PHONE: (540) 665-5651 - FAX: (540) 665-6395
Website: www.fcva.us
(REVISED APRIL 2025)**

COMPREHENSIVE PLAN AMENDMENTS

Dear Applicant:

Each year, the Frederick County Board of Supervisors reviews requests for amendments to the Comprehensive Plan and initiates those proposed amendments that they feel merit consideration.

Applications for Comprehensive Plan amendment consideration must be received in the Planning Department no later than June 1st. A copy of the application form is attached. *(Please note that while a single application may include multiple parcels, these parcels should be contiguous and be part of the same request).* **Out of cycle amendments may be considered if there is consensus from the Board of Supervisors.**

Please respond in full to those questions that pertain to the particular map, text, or both map and text amendment(s) you are requesting. Incomplete applications will not be considered. Please note that this is not a rezoning application and detailed information, such as floor plans and building elevations, are discouraged.

All applications will be reviewed first at a work session of the Board of Supervisors and Planning Commission. Applications deemed to have merit at this work session will be identified for additional study and forwarded to the Comprehensive Plans and Programs Committee (CPPC) for policy development and the fee check will be accepted. Following CPPC study, the application will be sent to the Planning Commission and Board of Supervisors for discussion and public hearing. The Board of Supervisors will ultimately decide whether to accept the Comprehensive Plan amendment application or deny the request.

Applicants should consult the Comprehensive Plan to identify goals, policies or action strategies which are applicable to individual Comprehensive Plan amendment requests. **A pre-application meeting may be useful to prepare a complete and accurate application.** If you would like to request a meeting, or if you have any questions, please contact the Planning Department at (540) 665-5651.

Instructions

All items contained in this application package must be completed and submitted before the deadline. **Agency comments and fee check will only be required if the application is selected for further study.** The application will not be deemed complete unless all items listed below have been submitted. Additional pages may be added as necessary.

Application Package is to include:

Comprehensive Plan Amendment Initiation Request Form

- ☐ Fill in the project name.
- ☐ Identify the Property Identification Numbers (PIN), acreage and plan amendment request.
- ☐ Describe the property location.
- ☐ Give names of the owner of the property/applicant, authorized agent(s), contract purchaser/lessee, and engineer, as applicable. Please check the box next to the contact person to whom correspondence on the application should be sent.
- ☐ Sign the application. If the owner(s) of the property/applicant does not sign the application, a Special Power of Attorney Affidavit must be submitted (see page 6)

Map Amendment Requirements

- ☐ Justification of the proposed amendment.
- ☐ Existing and proposed Comprehensive Plan land use classifications.
- ☐ Existing Characteristics Analysis.
- ☐ Trip Generation Analysis.

Text Amendment Requirements

- ☐ Existing text to be amended and proposed, new or revised, using underline/strikethrough.
- ☐ Purpose and intent of amendments.
- ☐ Comprehensive Plan Consistency Analysis.
- ☐ Levels of service associated with request.

Subject Property Owner Affidavit

This form is required to verify that the list of property owners of the subject site, as submitted with the application, is a true and accurate list based on the information provided by the Frederick County Commissioner of the Revenue Office as taken from the current real estate assessment records.

Special Power of Attorney Affidavit (if applicable)

This form is required if someone other than the property owners(s)/applicant is signing the application and other documents requiring the property owner(s)/applicant signature.

Completed agency comment sheets. Agency comments will be required after the joint work session and only if the application is selected for further study. Please verify required agencies with Planning.

Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*) only after the application is selected for further study.

Comprehensive Plan Amendment Initiation Request Form

Project Name: _____

The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agent thereof, do hereby petition to change the Comprehensive Plan as shown on the accompanying plans, maps, and graphics which are made part of this application, as follows:

PIN	From:	To:	Acres
Total Acreage:			

Location - the property is located at (give street address(es) if assigned or otherwise exact location based on nearest road and distance from nearest intersection, using road names and route numbers):

Provide the following information for all applicable parties, provide additional pages if necessary:

Owner of Property

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Authorized Agent(s)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contract Purchaser/Lessee

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Engineer

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

***Check the box next to the contact to which correspondence should be sent.**

Signatures:

I (we), the undersigned, have read the application, understand its intent, and do hereby respectfully make application to and petition the Frederick County Board of Supervisors to amend the Comprehensive Plan. Furthermore, I have the power to authorize and hereby grant permission to Frederick County officials and other authorized government agents on official business to enter the property as necessary to process this application.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Signed this _____ day of _____, _____

Signature of Owner/Applicant

Signed this _____ day of _____, _____

Signature of Owner/Applicant

Signed this _____ day of _____, _____

Signature of Owner/Applicant

If anyone other than the owner is signing, a Power of Attorney must be attached.

Proposed Comprehensive Plan Map Amendment Request

Provide the following information:

- ☐ **Completed and signed CPPA Initiation Request Form .**
- ☐ **Justification of proposed CPPA:** Describe why the change to the Comprehensive Plan is being proposed and include relevant Comprehensive Plan analysis.
- ☐ **Existing Characteristics Analysis.** Describe, using text and maps as necessary, the existing zoning, Comprehensive Plan designations, and/or approved uses and densities along with other characteristics of properties that are within:
 - 1/4 mile from the parcel(s) perimeter if the parcel is less than 20 acres in size
 - 1/2 mile if 21 - 100 acres in size
 - 1 mile if more than 100 acres in size
- ☐ **Trip Generation Analysis** that includes a comparison of anticipated maximum trips from the current use to the proposed use.
- ☐ **Special Power of Attorney Affidavit** for each owner (if applicable).
- ☐ One hard copy of the application package.
- ☐ Digital copy containing all plans, maps, text, and/or graphics in PDF format.
- ☐ Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*).

Existing Comprehensive Plan land use classification(s): _____

Proposed Comprehensive Plan land use classification(s) and respective areas: _____

Existing zoning and land use of the subject parcel(s): _____

What use/zoning will be requested if the amendment is approved? _____

Proposed Comprehensive Plan Text Amendment Request

Provide the following information:

- ☐ **Completed and signed CPPA Initiation Request Form .**
- ☐ **Purpose and intent of text amendment.**
- ☐ **Reference Plan chapter, goal, policy and/or strategy text that is proposed to be amended.**
- ☐ **Proposed new or revised text:**
 - Note: Attach and specify text changes with additions underlined and strikethrough of deletions.
- ☐ **Comprehensive Plan Consistency Analysis:**
 - Demonstrate how the proposed text amendment furthers the goals, policies/objectives, and action strategies set forth in the Comprehensive Plan chapter(s) relative to the text amendment request and why the proposed revision to said goals, policies, and action strategies are appropriate.
 - Demonstrate how the proposed text amendment is internally consistent with other Comprehensive Plan components that are not the subject of the amendment.
 - Identify level of service impacts, if any, associated with the request. Identify how the resultant changes would impact or benefit Frederick County. Examples include, but are not limited to, transportation, economic development schools, and public facilities.
- ☐ **Special Power of Attorney Affidavit** for each owner (if applicable).
- ☐ One hard copy of the application package.
- ☐ Digital copy containing all plans, maps, text, and/or graphics in PDF format.
- ☐ Non-Refundable Application Review Fee of \$3,000 (payable to the *Frederick County Treasurer*). To be held until after joint work session recommendation.



(TO BE COMPLETED BY APPLICANT)

SUBJECT PROPERTY OWNERS AFFIDAVIT

County of Frederick, Virginia

Frederick Planning Web Site: www.fcva.us

**Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Suite 202 Winchester, Virginia 22601
Phone 540-665-5651**

STATE OF VIRGINIA
COUNTY OF FREDERICK

This _____ day of _____, _____,
(Day) (Month) (Year)

I, _____
(Owner/Contract Purchaser/Authorized Agent)

hereby make oath that the list of property owners of the subject site, as submitted with the application, is a true and accurate list based on the information provided by the Frederick County Commissioner of the Revenue Office as taken from the current real estate assessment records.

(Owner/Contract Purchaser/Authorized Agent)
(circle one)

COMMONWEALTH OF VIRGINIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, _____ in my
County and State aforesaid, by the forenamed Principal.

NOTARY PUBLIC

My Commission expires: _____

Comprehensive Plan Amendment Comments



Virginia Department of Transportation

Mail to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824
(540) 984-5600

Hand deliver to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current land use: _____ Land use requested: _____ Acreage: _____

Virginia Department of Transportation Comments:

VDOT Signature & Date: _____

Notice to VDOT - Please Return Form to Applicant

Comprehensive Plan Amendment Comments



Frederick County Fire Marshal

Mail to:

Frederick County Fire Marshal
1800 Coverstone Drive
Winchester, Virginia 22602
(540) 665-6350

Hand deliver to:

Frederick County Fire & Rescue Dept.
Attn: Fire Marshal
Public Safety Building
1800 Coverstone Drive
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

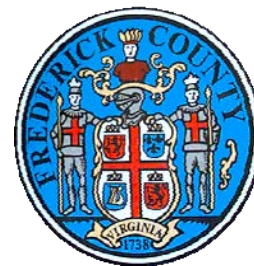
Current Land Use: _____ Land Use requested: _____ Acreage: _____

Fire Marshal's Comments:

Fire Marshal's Signature & Date: _____

Notice to Fire Marshal - Please Return This Form to the Applicant

Comprehensive Plan Amendment Comments



Frederick County Department of Parks & Recreation

Mail to:

Frederick County
Department of Parks & Recreation
107 North Kent Street
Winchester, Virginia 22601
(540) 665-5678

Hand deliver to:

Frederick County
Department of Parks & Recreation
County Administration Bldg., 2nd Floor
107 North Kent Street
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Department of Parks & Recreation Comments:

Pks. & Rec. Signature & Date: _____

Notice to Department of Parks & Recreation - Please Return This Form to the Applicant

Comprehensive Plan Amendment Comments



Superintendent of Frederick County Public Schools

Mail to:

Frederick County Public Schools
Attn: Superintendent
P.O. Box 3508
Winchester, Virginia 22604
(540) 662-3888

Hand deliver to:

Frederick County Public Schools
Attn: Superintendent
School Administration Building
1415 Amherst Street
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Superintendent of Public Schools' Comments:

Superintendent's Signature & Date: _____

Notice to School Superintendent - Please Return This Form to the Applicant

Comprehensive Plan Amendment Comments



Frederick Water

Mail to:

Frederick Water
Attn: Engineer
P.O. Box 1877
Winchester, Virginia 22604
(540) 868-1061

Hand deliver to:

Frederick Water
Attn: Engineer
315 Tasker Road
Stephens City, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Frederick Water Comments:

Frederick Water Signature & Date: _____

Notice to Frederick Water - Please Return This Form to the Applicant

Comprehensive Plan Amendment Comments



Town of Middletown

Mail to:

Town of Middletown
Attn: Planning Director
7875 Church Street
Middletown, Virginia 22645
(540) 869-2226

Hand deliver to:

Town of Middletown
Attn: Planning Director
Middletown Town Hall
7875 Church Street
Middletown, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Town of Middletown's Comments:

Town of Middletown's
Signature & Date: _____

Notice to the Town of Middletown - Please Return Form to Applicant

Comprehensive Plan Amendment Comments



Town of Stephens City

Mail to:

Town of Stephens City
Attn: Town Manager
P.O. Box 250
Stephens City, Virginia 22655
(540) 869-3087

Hand deliver to:

Town of Stephens City
Attn: Town Manager
Stephens City Town Hall
1033 Locust Street
Stephens City, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Town of Stephen City's Comments:

Town of Stephens City's
Signature & Date: _____

Notice to the Town of Stephens City - Please Return Form to Applicant

Comprehensive Plan Amendment Comments



City of Winchester

Mail to:

Winchester City Planning Department
Attn: Planning Director
15 North Cameron Street
Winchester, Virginia 22601
(540) 667-1815

Hand deliver to:

Winchester City Planning Department
Attn: Planning Director
Rouss City Hall
15 North Cameron Street
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

City of Winchester's Comments:

City of Winchester's
Signature & Date: _____

Notice to City of Winchester - Please Return This Form to the Applicant

Comprehensive Plan Amendment Comments



Winchester Regional Airport

Mail to:

Winchester Regional Airport
Attn: Executive Director
491 Airport Road
Winchester, Virginia 22602
(540) 662-2422

Hand deliver to:

Winchester Regional Airport
Attn: Executive Director
491 Airport Road
(Rt. 645, off of Rt. 522 South)
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Winchester Regional Airport's Comments:

Winchester Regional Airport's
Signature & Date: _____

Notice to Winchester Regional Airport - Please Return Form to Applicant

Comprehensive Plan Amendment Comments



Frederick County Department of Planning & Development

Mail to:

Fred. Co. Dept. of Planning & Development
107 North Kent Street
Winchester, Virginia 22601
(540) 665-5651

Hand deliver to:

Fred. Co. Dept. of Planning & Development
North Building, 2nd Floor
107 North Kent Street
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Frederick County Department of Planning & Development Comments:

Signature & Date: _____

Notice to Planning Department - Please Return Form to Applicant

Comprehensive Plan Amendment Comments



Frederick County Economic Development Authority

Mail to:

45 E. Boscawen Street, 2nd Floor
Winchester, Virginia 22601
(540) 665-0973

Hand deliver to:

45 E. Boscawen Street, 2nd Floor
Winchester, Virginia 22601
(540) 665-0973

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Frederick County Economic Development Authority Comments:

Signature & Date: _____

Notice to Economic Development Authority - Please Return Form to Applicant

Comprehensive Plan Amendment Comments



Historic Resources Advisory Board

Mail to:

Frederick County
Department of Planning & Development
107 North Kent Street
Winchester, Virginia 22601
(540) 665-5651

Hand deliver to:

Frederick County
Department of Planning & Development
North Building, Suite 202
107 North Kent Street
Winchester, Virginia

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Attach one copy of your application form, location map and all other pertinent information.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Location of property: _____

Current Land Use: _____ Land Use requested: _____ Acreage: _____

Advisory Board Comments:

Signature & Date: _____

Notice to Advisory Board - Please Return Form to Applicant



Frederick County Department of Planning and Development
107 N. Kent Street, Winchester VA 22601
(540) 665-5651
www.fcva.us

THE HISTORIC RESOURCE ADVISORY BOARD APPLICATION FOR REVIEW

ABOUT THE HISTORIC RESOURCES ADVISORY BOARD

The Historic Resources Advisory Board (HRAB) is the body tasked with reviewing development proposals and providing guidance and recommendations to the Planning Commission and Board of Supervisors on potential impacts on the County's historic resources.

MEETING DATE AND TIME

The HRAB meets on the third Friday of every month, at 10:00 a.m. in the first floor conference room of the Frederick County Administration Building at 107 North Kent Street.

SUBMISSION DEADLINES

The deadline for all HRAB meetings is three weeks prior to the scheduled meeting date. To verify meeting dates and deadlines or for questions, please call 540-665-5651. Please submit all applications to the Department of Planning and Development, 107 North Kent Street, Suite 202, Winchester, Virginia 22601. Incomplete applications will not be scheduled.

**THE APPLICANT OR THEIR APPOINTED REPRESENTATIVE MUST
BE PRESENT AT THE MEETING.**

**HISTORIC RESOURCE ADVISORY BOARD
HRAB REVIEW APPLICATION**

1. Project Name (if any): _____

2. Property Owner(s) (please attach additional page(s) if more than two owners):

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____ Email: _____

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____ Email: _____

3. Law firm, engineering firm, or other person, if any, serving as the primary contact person for this application:

Firm Name: _____

Specific Contact Person at Firm: _____

Address: _____

Telephone: _____ Email: _____

4. Property Information:

a. Property Identification Number(s): _____

b. Total acreage of the parcel(s): _____

c. Magisterial District(s): _____

d. Location - the property is located at (give street address(es) if assigned or otherwise exact location based on nearest road and distance from nearest intersection, using road names and route numbers):

- e. Type of Request – describe the type of land use application being submitted for review by the HRAB (Rezoning, Conditional Use Permit, Comprehensive Plan Amendment, etc):

- f. Description of the proposal – provide a detailed overview of the proposed use:

- g. Adjoining Properties:

	Land Use	Zoning
North		
South		
East		
West		

5. If available, please provide the following with the application:

- ☐ Rezoning, Conditional Use Permit, or Comprehensive Plan Amendment application and supporting materials, including:
 - ☐ For Rezoning, an impact analysis as required by §165-102.05 of the Frederick County Zoning Ordinance and any rezoning proffers proposed by the applicant to preserve historic and archaeological resources on the property pursuant to §165-102.06.
 - ☐ A General Development Plan or Conditional Use Site Plan or sketch for the property showing the type and location of proposed new development and the treatment of any historic structures and features on the site.
- ☐ Status of any historic or archaeological resources on the property, such as location within a Historic Area Overlay Zone (§165-703), a battlefield site, or a resource listed on a Local, State, or National Register of Historic Places.
- ☐ Maps and surveys from the Department of Historic Resources Virginia Cultural Resource Information System (DHR V-CRIS).
- ☐ Clear and labeled color photographs of all historic resources on the property.

6. Signature(s):

I (we), the undersigned, do hereby respectfully make application to the Historic Resources Advisory Board. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Owner: _____ Date _____

If signing on behalf of an entity, please state name of entity and your title:

Owner: _____ Date _____

If signing on behalf of an entity, please state name of entity and your title:

Other Applicant Party (if any): _____ Date _____

If signing on behalf of an entity, please state name of entity and your title:

Please note that the applicant or their appointed representative must be present at the meeting.