

# **COMPREHENSIVE PLAN AMENDMENT**

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## **APPLICATION PACKAGE**

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## **FREDERICK COUNTY, VIRGINIA**

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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](http://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 1<sup>st</sup>. 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:

<b>PIN</b>	<b>From:</b>	<b>To:</b>	<b>Acres</b>
<b>Total Acreage:</b>			

**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):

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

**Owner of Property**

Name: \_\_\_\_\_

**Authorized Agent(s)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Contract Purchaser/Lessee**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Engineer**

**\*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 \_\_\_\_\_, \_\_\_\_\_

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Signature of Owner/Applicant

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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Signature of Owner/Applicant

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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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
  - ½ 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): \_\_\_\_\_

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

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

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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](http://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 \_\_\_\_\_

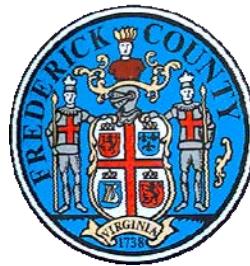
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in my  
County and State aforesaid, by the forenamed Principal.

\_\_\_\_\_  
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:**

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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:**

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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., 2<sup>nd</sup> 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:**

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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:**

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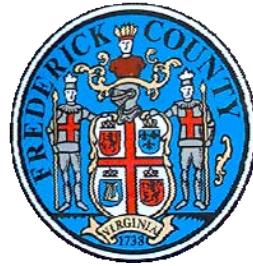
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Superintendent's Signature & Date: \_\_\_\_\_

**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:**

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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:**

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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:**

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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:**

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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, 2<sup>nd</sup> 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:**

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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:**

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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:**

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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](http://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):

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

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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 Rezonings, 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:

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Owner: \_\_\_\_\_ Date \_\_\_\_\_

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

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Other Applicant Party (if any): \_\_\_\_\_ Date \_\_\_\_\_

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

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