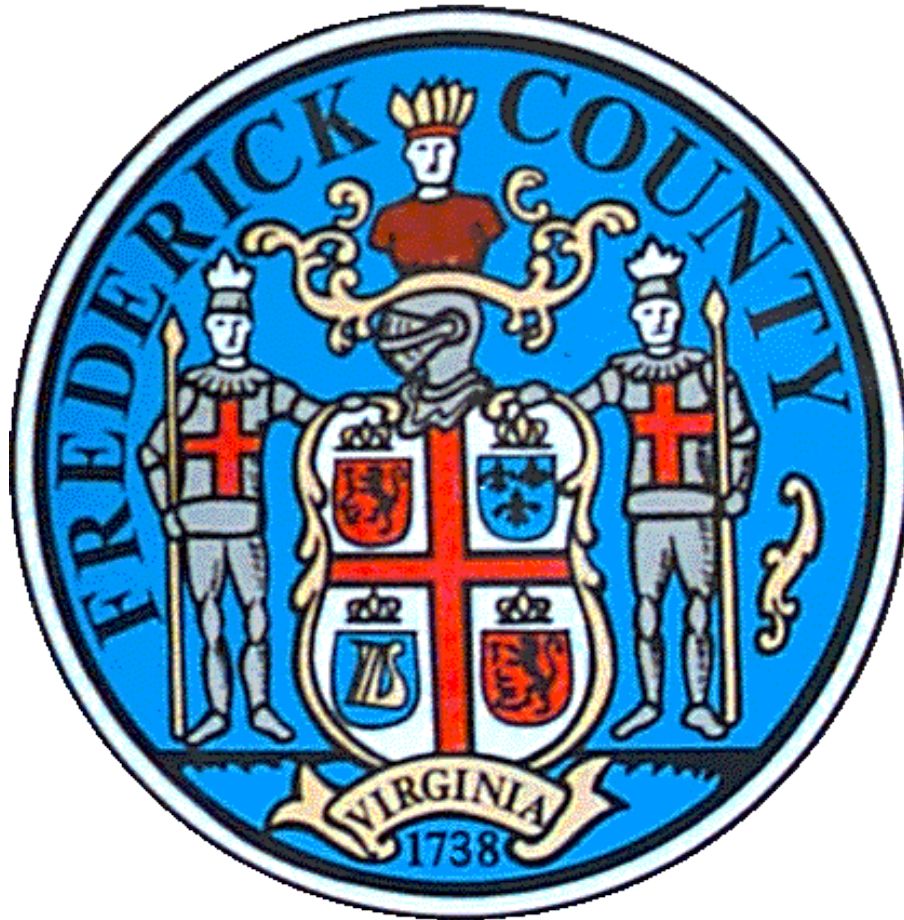


# MASTER DEVELOPMENT PLAN APPLICATION PACKAGE



## Frederick County, Virginia

Department of Planning and Development  
107 North Kent Street  
North Building, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: [www.co.frederick.va.us/PlanningAndDevelopment/PlanningandDev.htm](http://www.co.frederick.va.us/PlanningAndDevelopment/PlanningandDev.htm)

(Revised 2/28/11)

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**FREDERICK COUNTY, VIRGINIA**

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*Please read all instructions carefully. Application forms and comment sheets necessary for a Master Development Plan review are included in this package. If you have any questions regarding this application or you're Master Development Plan, please feel free to contact us at (540) 665-5651. A County Planner will be happy to help you.*

# INTENT OF THE MASTER DEVELOPMENT PLAN PROCESS

## **Intent of the Master Development Plan.**

The purpose of the master development plan (MDP) is to promote orderly and planned development of property within Frederick County. It is the purpose of the MDP to ensure that such development occurs in a manner that suits the characteristics of the land, is harmonious with adjoining property and is in the best interest of the general public.

## **When is a Master Development Plan Required?**

In accordance with §165-801 of the Frederick County Zoning Ordinance, a Master Development Plan may be required before land is developed or subdivided. The Master Development Plan application process involves eight steps; the final of which must satisfy the comments of numerous review agencies, including the Board of Supervisors. Each step is defined and explained in greater detail on the following pages of this Master Development Plan Application Package.

A Master Development Plan (MDP) must be approved by Frederick County before the development or subdivision of any land in the zoning districts listed below. The MDP shall include **all contiguous land under single or common ownership.**

<b>RP</b>	<b>Residential Performance District</b>
<b>R4</b>	<b>Residential Planned Community District</b>
<b>R5</b>	<b>Residential Recreation Community District</b>
<b>MH1</b>	<b>Mobile Home District</b>
<b>B1</b>	<b>Business Neighborhood District</b>
<b>B2</b>	<b>Business General District</b>
<b>B3</b>	<b>Industrial Transition District</b>
<b>OM</b>	<b>Office Manufacturing Park District</b>
<b>M1</b>	<b>Light Industrial District</b>
<b>M2</b>	<b>Industrial General District</b>
<b>EM</b>	<b>Extractive Manufacturing District</b>
<b>HE</b>	<b>Higher Education District</b>

The Director of Planning and Development may waive the requirement for master development approval in certain limited circumstances (Chapter 165-801.03-Waivers). **If you are proposing a relatively small development or subdivision, check with the Planning Staff to determine if the master development plan requirement may be waived.**

# MASTER DEVELOPMENT PLAN INSTRUCTIONS AND STEPS FOR APPROVAL

## 1. Review Conference:

Prior to the official submission or preparation of a preliminary master development plan, the applicant should schedule a meeting with the planning staff to discuss the plan proposal. The purpose of the review conference is to review and discuss the nature of the proposal in relation to the requirements of the Code of Frederick County and to discuss the preparation of a master development plan. During this meeting, the Department of Planning and Development will determine whether a master development plan is required, and if so, which review agency comments will be necessary.

## 2. Technical Review Committee:

The Technical Review Committee (TRC), composed of representatives from the County and local utilities, allows applicants to discuss the master development plan concepts and design issues with all relevant review agencies prior to a formal submission of a master development plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the master development plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or master development plan design, however, meeting with the TRC does not substitute for individual agency reviews that are necessary for master development plan approvals.

The Technical Review Committee meets every first and third Thursday of each month. The cut-off date for all agenda items occurs at 12:00 PM on the Monday prior to the subsequent meeting date. Applicants must contact the Public Works Department at (540) 665-5643 to be placed on the first available agenda.

## 3. Review Agency Comments and Application Submission:

The applicant must circulate copies of the preliminary master development plan to applicable review agencies for comments and approval. The attached "Request for Master Development Plan Comments" sheets must be completed and submitted with the required number of copies of the preliminary master development plan to the required review agencies. The required number of preliminary master development plans needed is specified on each comment sheet. The Department of Planning and Development will determine the required review agencies. Please check with the Department of Planning and Development to determine the appropriate review agencies. These comment sheets and master development plans will be reviewed and returned to the applicant. **It is the applicant's responsibility to obtain the review agency approval comments.**

All required checklist information (MDP application package pages 14-17) must be addressed on the master development plan. Statements concerning non-applicable items shall be provided on the master development plan. Review of the master development plan will not begin until all checklist items are addressed. Addressing these items initially will expedite the plans' review. Plans which do not address all checklist items will be returned to the applicant for revisions.

**Items to be Submitted for a Master Development Plan Review:**

- A. Department of Planning and Development Review:** In order for the Department of Planning and Development to begin to **review** the preliminary master development plan, the applicant must submit the following items:
  - 1. Completed application package pages 10 and 11;
  - 2. Two (2) copies of the master development plan.
  
- B. All Other Required Review Agencies:** In order for the review agencies to review the master development plan, the applicant must submit the following items to the review agencies:
  - 1. Completed application package pages 10 and 11;
  - 2. Required number of copies of the master development plan.

**4. Placing the Preliminary Master Development Plan on an Agenda :**

Preliminary master development plans will be considered by the Frederick County Planning Commission and the Frederick County Board of Supervisors. In order to have your master development plan placed on these agendas, a complete Master Development Plan application package shall be submitted. **The information listed below must be provided. Review of the preliminary master development plan by the Planning Commission and the Board of Supervisors will not begin until all required contents are submitted.**

- **Completed Application Form:** The attached application form, adjainer list and checklists must be completed in full. The application form is identified as pages 9 through 17 of this application package.
  
- **75 Copies of the Preliminary Master Development Plan:** Copies of the plan are distributed to members of the Planning Commission and the Board of Supervisors prior to their meetings.
  
- **Review Agency Comment Sheets:** The applicant is responsible for circulating copies of the attached comment sheets to the appropriate review agencies with the copies of their plans. The applicant is responsible for obtaining the completed agency comment sheets, and submitting them with the completed application form. All potential review agencies will not necessarily review all plans, rather, the planning staff will determine which agencies should receive a copy of the plan at the time of the review conference. In all cases, a review by the Frederick County Department of Public Works will be required.

The Virginia Department of Transportation, Department of Public Works, and the Town of Stephens City require three (3) copies of the plan to be submitted to them along with the comment sheet; the Department of Planning and Development, the Frederick County Sanitation Authority and the Frederick County Fire Marshal require two (2) copies of the plan apiece. Other agencies require one copy.

- **Application Fee:** An application fee must be paid prior to the master development plan

being scheduled for review by the Planning Commission. Checks should be made payable to the "Treasurer of Frederick County". The attached Development Review Fee schedule indicates how the fee is determined.

- **Special Limited Power of Attorney Form:** The attached Special Limited Power of Attorney Form must be signed by the property owner and notarized to grant the applicant with authorization to represent the master development plan.

When the completed master development plan application package is accepted by the Department of Planning and Development, the preliminary master development plan will be placed on the first available Planning Commission agenda. A minimum of 17 working days is required, as the Department of Planning and Development must notify adjoining property owners. Applicants will be notified of the date and time of the Planning Commission meeting.

#### **5. Review by the Planning Commission:**

The applicant or applicant's agent will present the preliminary master development plan to the Planning Commission. *Issues that should be addressed at this meeting are listed below.* Following this presentation, the Department of Planning and Development staff will provide a review and a staff recommendation. This meeting will be the first opportunity for the general public to formally participate and comment on the preliminary master development plan. The Planning Commission will consider all information, and forward a recommendation to the Board of Supervisors.

The Planning Commission considers master development plans on the first and third Wednesdays of each month.

**The applicant should address the following items during the Planning Commission and the Board of Supervisors meetings:**

- **The location of the plan in relation to surrounding uses;**
- **The types of uses or housing proposed;**
- **The number of dwellings or density of the development;**
- **Buffering considerations;**
- **Open space or recreational proposals;**
- **Road and traffic problems and solutions;**
- **Environmental problems and solutions;**
- **General problems and solutions; and**
- **Merits of the plan.**

#### **6. Review by the Board of Supervisors:**

Following the recommendation by the Planning Commission, the preliminary master development plan will be submitted to the Board of Supervisors. The applicant will be required to present the preliminary master development plan during this meeting. The presentation should be similar to that presented to the Planning Commission. The Board of Supervisors will review

the master development plan and provide the applicant with comments.

The Frederick County Board of Supervisors considers master development plans on the second and third Wednesday of each month.

**7. Final Master Development Plan:**

The applicant will address the comments of the Board of Supervisors, Planning Commission, Department of Planning and Development, and the review agencies. Once all comments are adequately addressed, the applicant must submit six (6) of the final master development plan to the Department of Planning and Development to be signed by the Planning Director and the County Administrator. The applicant will be notified by letter of the final approval and two copies of the signed final master development plan will be returned to the applicant.

## APPLICATION PACKAGE CHECKLIST MASTER DEVELOPMENT PLAN

This Master Development Plan application package is incomplete and will not be scheduled for consideration by the Planning Commission and the Board of Supervisors until all of the following have been submitted. A complete application package is necessary to place the master development plan on the Planning Commission and the Board of Supervisors agendas. It is recommended that the applicant meet with a representative from the Department of Planning and Development staff when submitting applications in order to review the materials for completeness.

### MDP Package

- \_\_\_\_\_ 1. One set of approved comment sheets from the following agencies deemed necessary by the Department of Planning and Development staff along with any marked copies of the plan. Applicants should contact the Department of Planning and Development to determine which review agencies are relevant to their master development plan application.
- |  |                              |
|--|------------------------------|
| _____ Virginia Department of Transportation  | _____ Inspections Department |
| _____ Frederick County Sanitation Authority  | _____ Airport Authority      |
| _____ Frederick County Fire Marshal          | _____ Health Department      |
| _____ Department of Parks and Recreation     | _____ City of Winchester     |
| _____ Department of Public Works             | _____ Town of Stephens City  |
| _____ Department of Planning and Development | _____ Town of Middletown     |
- \_\_\_\_\_ 2. One copy of the MDP application;
- \_\_\_\_\_ 3. 75 copies of the MDP;
- \_\_\_\_\_ 4. The Application Review Fee (*check made payable to "Frederick County Treasurer"*);
- \_\_\_\_\_ 5. Completed Special Limited Power of Attorney Form (original);
- \_\_\_\_\_ 6. Traffic Impact Analysis (if applicable);
- \_\_\_\_\_ 7. One reproducible copy of the MDP (if required).

**MASTER DEVELOPMENT PLAN  
APPLICATION FORM**

- Department of Planning & Development Use Only -

**Application #** \_\_\_\_\_ **Date Application Received:** \_\_\_\_\_

PC Meeting Date \_\_\_\_\_ BOS Meeting Date \_\_\_\_\_

Fee Amount Paid \$ \_\_\_\_\_ Initials: \_\_\_\_\_ Receipt # \_\_\_\_\_

**1. Project Title:** \_\_\_\_\_

**2. Applicant:**

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

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

\_\_\_\_\_

**3. Property Owner (if different than above):**

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

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

\_\_\_\_\_

**4. Design Company:**

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

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

\_\_\_\_\_

**5. Please list names of all owners, principals, and/or majority stockholders:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Magisterial District:** \_\_\_\_\_

7. **Property Location:** \_\_\_\_\_

\_\_\_\_\_  
(Give State Route # and name, distance and direction from intersection)

8. **Is this an original or amended Master Development Plan?**

Original \_\_\_\_\_ Amended \_\_\_\_\_, Previous MDP# \_\_\_\_\_

9. **Property Information:**

- a) Property Identification Number (PIN): \_\_\_\_\_
- b) Total Acreage: \_\_\_\_\_
- c) Current Zoning: \_\_\_\_\_
- d) Present Use: \_\_\_\_\_
- e) Proposed Uses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **If residential uses are proposed, provide the following:**

- a) Density: \_\_\_\_\_
- b) Number of Units: \_\_\_\_\_
- c) Housing Types: \_\_\_\_\_

11. **Adjoining Property use and zoning:**

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

I have read the material included in this package and understand what is required by the Frederick County Department of Planning and Development. I also understand that the master development plan shall include all contiguous land under single or common ownership. All required material will be complete prior to the submission of my master development plan application.

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

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

## Adjoining Property Owners MASTER DEVELOPMENT PLAN

Owners of property adjoining the land will be notified of the Planning Commission and the Board of Supervisors meetings. For the purpose of this application, **adjoining property is any property abutting the requested property on the side or rear or any property directly across a public right-of-way, a private right-of-way, or a watercourse from the requested property.** The applicant is required to obtain the following information on each adjoining property including the parcel identification number which may be obtained from the office of the Commissioner of Revenue. *The Commissioner of the Revenue is located on the 1st floor of the Frederick County Administration Building, 107 North Kent Street.*

Name and Property Identification Number	Address
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	

Name and Property Identification Number	Address
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
Name	
Property #	
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Name	
Property #	
Name	
Property #	

**Required Information Checklist  
MASTER DEVELOPMENT PLAN**

The following information **must** be included on the master development plan. If the submitted master development plan is incomplete or is missing information, it will not be reviewed and will be returned to you for revisions.

**Administrative Information Checklist**

- \_\_\_\_\_ 1. Name of proposed development.
- \_\_\_\_\_ 2. Name, address, and telephone number of owner.
- \_\_\_\_\_ 3. Name, address, and telephone number of developer.
- \_\_\_\_\_ 4. Name, address, and telephone number of designer.
- \_\_\_\_\_ 5. Signed certificate of surveyor, engineer, or architect.
- \_\_\_\_\_ 6. Date plan prepared and date of revisions.
- \_\_\_\_\_ 7. A listing of all conditions placed on the site as a result of a conditional zoning approval. Rezoning file number should be cited.
- \_\_\_\_\_ 8. A space labeled "Approved by the Director of Planning and Development" for the approval signature and date of approval.
- \_\_\_\_\_ 9. A space labeled "Approved by the County Administrator" for the approval signature and date of approval.
- \_\_\_\_\_ 10. Magisterial District.
- \_\_\_\_\_ 11. Sheet size less than 42 inches.

**General Information Checklist**

- \_\_\_\_\_ 1. Location map (scale 1:2000).
- \_\_\_\_\_ 2. Scale of the MDP is not to exceed 1:100.
- \_\_\_\_\_ 3. North Arrow.
- \_\_\_\_\_ 4. Legend describing all symbols.
- \_\_\_\_\_ 5. Surveyed boundaries of all lots and parcels.
- \_\_\_\_\_ 6. Acreage of all parcels included in the MDP.
- \_\_\_\_\_ 7. Topography contour lines at acceptable intervals.
- \_\_\_\_\_ 8. A schedule of phases, boundary of phases, and order of development.
- \_\_\_\_\_ 9. Use, zoning, and property owner of all adjoining properties.
- \_\_\_\_\_ 10. Location of proposed uses (location, boundaries, arrangement).
- \_\_\_\_\_ 11. Location and treatment of historic structures and sites.
- \_\_\_\_\_ 12. History of all land divisions in relation to this tract.
- \_\_\_\_\_ 13. Acreage, Location and boundaries of environmental features: floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, woodlands.
- \_\_\_\_\_ 14. Amount and percentage of disturbed and protected land in common open space.

**Residential Development Information Checklist**

- \_\_\_\_\_ 1. Location and dimension of Residential Separation Buffers.
- \_\_\_\_\_ 2. Acreage in common open space, in housing type, in road rights-of-way, and for the entire development (by Phase).
- \_\_\_\_\_ 3. Location and boundaries of housing types. Residential Performance (RP) dimensional requirements should be indicated.
- \_\_\_\_\_ 4. Number of dwelling units (by type, phase, and in total).
- \_\_\_\_\_ 5. Location and configuration of required recreational facilities.
- \_\_\_\_\_ 6. Statement of required and type of facilities to be provided.

**Infrastructure Information Checklist**

- \_\_\_\_\_ 1. Location of adjoining streets and utilities.
- \_\_\_\_\_ 2. Location, arrangements, and right-of-way widths of roads and property access.
- \_\_\_\_\_ 3. Location and arrangement of street entrances, driveways, and parking areas.
- \_\_\_\_\_ 4. Location of entrances to the development from public streets.
- \_\_\_\_\_ 5. Type of road design (rural or urban).
- \_\_\_\_\_ 6. Use of inter-parcel connectors.
- \_\_\_\_\_ 7. Traffic impact analysis. To be submitted to the Frederick County Deputy Director – Transportation.

- \_\_\_\_\_ 8. Location of sewer and water mains with statements concerning the connection with and availability of facilities.
- \_\_\_\_\_ 9. Location and arrangement of electric and gas utilities.

**Other Design Information Checklist**

- \_\_\_\_\_ 1. Location of Zoning District and Road Efficiency buffers, and examples specifying the screening to be provided.
- \_\_\_\_\_ 2. Plan for stormwater management. Location of stormwater facilities.
- \_\_\_\_\_ 3. Acreage of each type of environmental protection land. (Amount and percentage of disturbed and protected land in common open space.)  
Shown in a table format.
- \_\_\_\_\_ 4. Amount, boundaries, and location of common open space. (Indicate the percentage of the entire site to be placed in common open space.)
- \_\_\_\_\_ 5. Location of environmental protected areas to be included in common open space.

**County Health Department Information Checklist**

- \_\_\_\_\_ 1. Statements and locations pertaining to sewer and water availability.
- \_\_\_\_\_ 2. Statements and locations concerning any existing pre- or post-water treatment facilities.
- \_\_\_\_\_ 3. Statements and location of any planned private treatment facilities.

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Virginia Department of Transportation**

**Mail to:**

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

**Hand deliver to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
2275 Northwestern Pike  
Winchester, Virginia 22603

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Virginia Department of Transportation Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-VDOT USE ONLY-**

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)  
Date Approved \_\_\_\_\_

VDOT Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Frederick County Department of  
Planning & Development**

**Mail to:**

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

**Hand deliver to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department of Planning & Development Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-PLANNING DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Frederick County Frederick County  
Inspections Department Comment**

**Mail to:**

Frederick County Inspections Department  
Attn: Building Official  
107 North Kent Street,  
Winchester, Virginia 22601

**Hand deliver to:**

Frederick County Inspections Dept.  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5650

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspections Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY INSPECTIONS DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Frederick County Public Works Comment**

**Mail to:**

Frederick County Public Works Department  
Attn: County Engineer  
107 North Kent Street,  
Winchester, Virginia 22601

**Hand deliver to:**

Public Works Department  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5643

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Works Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PUBLIC WORKS USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Frederick County Fire Marshal Comment**

**Mail to:**

Frederick County Fire Marshal  
Attn: Fire Marshal  
1800 Coverstone Drive  
Winchester, Virginia 22602

**Hand deliver to:**

Public Safety Building  
1800 Coverstone Drive  
Winchester, Virginia 22602  
Phone: (540) 665-6350

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Marshal Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY FIRE MARSHAL USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Frederick County Sanitation Authority Comment**

**Mail to:**

Frederick County Sanitation Authority  
Attn: Engineer  
P.O. Box 1877  
Stephens City, Virginia 22655

**Hand deliver to:**

FCSA  
315 Tasker Road  
Stephens City, Virginia 22655  
Phone: (540) 868-1061

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FCSA Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FCSA USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Date Approved \_\_\_\_\_

Revision Required \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Frederick County Parks and Recreation Comment**

**Mail to:**

Frederick County  
Department of Parks & Recreation  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

107 North Kent Street  
Second Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5678

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parks and Recreation Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PARKS AND RECREATION USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Virginia Department of Health Comment**

**Mail to:**

Virginia Department of Health  
Attn: Sanitation Engineer  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

2<sup>nd</sup> Floor – Suite 200  
107 North Kent Street  
Winchester, Virginia 22601  
Phone: (540) 722-3480

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VDH Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-VIRGINIA DEPARTMENT OF HEALTH USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Date Approved \_\_\_\_\_

Revision Required \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Winchester Regional Airport Comment**

**Mail to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
Winchester, Virginia 22602

**Hand deliver to:**

491 Airport Road  
(Rt. 645 off of Rt. 522 South)  
Winchester, Virginia 22602  
Phone: (540) 662-5786

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Airport Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-WINCHESTER REGIONAL AIRPORT USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**City of Winchester Comment**

**Mail to:**

Winchester Planning Department  
Attn: Planning Director  
15 North Cameron Street  
Winchester, Virginia 22601

**Hand deliver to:**

Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia 22601  
Phone: (540) 667-1815

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Winchester Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-CITY OF WINCHESTER USE ONLY-**

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)  
Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Town of Stephens City Comment**

**Mail to:**

Town of Stephens City  
Attn: Town Manager  
P.O. Box 250  
Stephens City, Virginia 22655

**Hand deliver to:**

1033 Locust Street  
Stephens City Town Hall  
Stephens City, Virginia 22655  
Phone: (540) 869-3087

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Stephens City Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-TOWN OF STEPHENS CITY USE ONLY-**

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)  
Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN COMMENTS**



**Town of Middletown Comment**

**Mail to:**

Town of Middletown  
Attn: Town Manager  
P.O. Box 96  
Middletown, Virginia 22645

**Hand deliver to:**

Middletown Town Hall  
7875 Church Street  
Middletown, Virginia 22645  
Phone: (540) 869-2226

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Middletown Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-TOWN OF MIDDLETOWN USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR MASTER DEVELOPMENT PLAN 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, 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. Please attach one (1) copy of the Master Development Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HRAB Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-HRAB USE ONLY-**

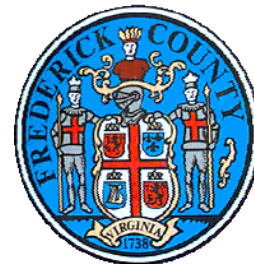
Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***



## **THE HISTORIC RESOURCE ADVISORY BOARD REVIEW APPLICATION & APPLICATION PROCEDURES**

### **MEETING**

The Historic Resources Advisory Board (HRAB) meets on the third Tuesday of every month, please refer to the HRAB meeting schedule. These meetings are held at 6:30 p.m. in the Executive Sessions Room in the Board of Supervisors Room on the first floor of the Frederick County Administration Building at 107 North Kent Street. The deadline for all HRAB meetings is approximately 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. **THE APPLICANT OR HIS/HER APPOINTED REPRESENTATIVE MUST BE PRESENT AT THE MEETING.**

### **SUBMISSION**

The applicant must submit a completed Historic Resource Advisory Board Review application form and the accompanying materials listed below for reviews of rezonings, master development plans and conditional use permits:

- Copy of Rezoning, Master Development Plan, Conditional Use Permit application and supporting materials, including at a minimum:
- Completed land use application
- Impact analysis required by Section 165-102.05 of the Frederick County Zoning Ordinance, including the location of historic structures and sites in relation to the site and impacts on those historic structures and sites
- Any rezoning proffers proposed by the applicant to preserve historic and archaeological resources on the site pursuant to Section 165-102.06 of the Zoning Ordinance.
- Generalized Development Plan, Master Development Plan, Conditional Use Site Plan for the property, if available, showing the type and location of proposed new development and the treatment of any historic structures and features on the site;
- Description of proposed development or construction project, including proposed uses and general timeframe for development;
- Status of any identified historic or archaeological resources on the site or adjacent to the site (e.g., located in any identified historic area, survey area, or battlefield site or individually listed on a local, state or national historic register, relevant information on record with the Virginia Department of Historic Resources) and presence of other historic structures or significant landscape features or archaeological sites;
- Photographs (color) of all historic resources on the property, including interior views that identify the character and defining features of the site. These photographs need to show all existing buildings and the relationship of the proposed project to the surrounding streetscape and landscape.

**HISTORIC RESOURCE ADVISORY BOARD  
REVIEW APPLICATION**



Frederick County  
107 North Kent Street, Suite 202  
Winchester, Virginia 22601  
Telephone: (540) 665-5651  
Fax: (540) 665-6395

--

**MEETING DATE**

**DATE STAMP**

<b>ADDRESS OF PROJECT:</b>	
<b>PROPERTY OWNERS NAME:</b>	<b>TELEPHONE NUMBER:</b>
<b>PROPERTY OWNERS ADDRESS:</b>	
<b>ARCHITECT/DEISGNER:</b>	<b>TELEPHONE NUMBER:</b>

Description of Application: Please describe briefly the request of the application: (rezoning, master development plan, conditional use permit). <b><u>Please be specific.</u></b>

**This application is not complete until all of the following information has been provided to the Department of Planning and Development. Please check the materials that have been submitted.**

- \_\_\_\_\_ Copy of required application as described in 1.1 (1.1.1-1.1.4)
- \_\_\_\_\_ Description of proposed development or construction project, including proposed uses and general timeframe for development (1.2)
- \_\_\_\_\_ Status of any identified historic or archaeological resources on the site or adjacent to the site (e.g., located in any identified historic area, survey area, or battlefield site or individually listed on a local, state or national historic register, relevant information on record with the Virginia Department of Historic Resources) and presence of other historic structures or significant landscape features or archaeological sites; (1.3)
- \_\_\_\_\_ Photographs (color) of all historic resources on the property (1.4)

<b>PROPERTY IDENTIFICATION NUMBER (PIN):</b>			
<b>Name of Applicant:</b>		<b>Telephone Number ( )</b>	
<b>Address: Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>	

**Please note that the applicant or his/her appointed representative must be present at the meeting.**



**Special Limited Power of Attorney**  
**County of Frederick, Virginia**  
**Frederick Planning Website: [www.co.frederick.va.us](http://www.co.frederick.va.us)**

**Department of Planning & Development, County of Frederick, Virginia**  
**107 North Kent Street, Winchester, Virginia 22601**  
**Phone (540) 665-5651 Facsimile (540) 665-6395**

Know All Men By These Presents: That I (We)

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

(Address) \_\_\_\_\_

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. \_\_\_\_\_ on Page \_\_\_\_\_, and is described as

Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
do hereby make, constitute and appoint:

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

(Address) \_\_\_\_\_

To act as my true and lawful attorney-in-fact for and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- \_\_\_\_\_ **Rezoning (including proffers)**
- \_\_\_\_\_ **Conditional Use Permit**
- \_\_\_\_\_ **Master Development Plan (Preliminary and Final)**
- \_\_\_\_\_ **Subdivision**
- \_\_\_\_\_ **Site Plan**
- \_\_\_\_\_ **Variance or Appeal**

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

\_\_\_\_\_ This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.  
In witness thereof, I (we) have hereto set my (our) hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Signature(s) \_\_\_\_\_

State of Virginia, City/County of \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
Notary Public

**FREDERICK COUNTY  
DEVELOPMENT REVIEW FEES**

Adopted April 23, 2008 – Effective May 1, 2008, Revised 2/24/2010, 4/28/2010, 1/25/2012

**COMPREHENSIVE POLICY PLAN**

\$ 3,000 non-refundable

**REZONING**

\$ 5,000 base + \$100/acre – 2 acres or less  
 \$ 10,000 base + \$100/acre  
 more than 2, less than 150  
 \$ 10,000 base + \$100/acre first 150  
 + \$50/acre over 150 acres

**SUBDIVISION**

**Non-Residential** \$1,000 base  
 Design Plan \$ 200/lot  
 Plat \$ 100/lot  
**Residential (RP, R4, R5)**  
 Design Plan \$ 2,500/base \$100/lot  
 Plat \$ 200/lot to 50 lots  
 \$ 100/lot over 50 lots  
**Rural Areas (RA)**  
 Sketch (Design) \$ 2,500 base \$200/acre  
 Plat \$ 200/lot  
**Rural Areas (RA)**  
**Minor** – 3 lots or less \$ 200/lot  
**Lot Consolidation** \$ 200/lot  
**Boundary Line Adj.** \$ 200/lot

**VARIANCE** \$ 400

**BZA APPEAL** \$ 250

**ZONING CERTIFICATION LETTER** \$ 250

**ZONING DETERMINATION LETTER** \$ 100

**SUBDIVISION ORDINANCE**

**EXCEPTION** \$ 500

**MASTER DEVELOPMENT PLAN**

\$ 3,000 base + \$100/acre for first 150  
 +\$50/acre over 150 acres

**CONDITIONAL USE PERMIT**

Cottage Occupation \$ 75  
 Telecommunication Tower \$ 7,000  
 Other \$ 750

**SITE PLAN**

**Non-residential** \$ 2,500 base  
 \$ 200/acre to 5 acres  
 \$ 100/acre over 5 acres  
**Residential** \$ 3,500 base  
 \$ 300/unit to 20 units  
 \$ 100/unit over 20 units  
**Minor Site Plan** \$ 500 for revision that  
 increases existing structure area by 20% or less &  
 does not exceed 5,000sf.

**POSTPONEMENT** of any Public Hearing or  
 Public Meeting by Applicant after Advertisement,  
 to include Applicant requests to **TABLE** an  
 agenda item \$ 500/occurrence.

**THIRD & SUBSEQUENT PLAN REVIEWS**

(including County Attorney review) for a single  
 development application \$ 500/review.

**BOND MANAGEMENT**

Establishment of bond	\$ 500
Reduction/Release	\$ 300
Replacement	\$ 500

**TDR PROGRAM**

TDR Application Review	\$300
TDR Letter of Intent	\$100
TDR Certificate	\$200
Certificate Ownership Transfer	\$50
Receiving Property Approval	\$200
Recordation of Sending Property	
Deed Covenant	\$100
Recordation of Extinguishment Document	\$100

**CHAPTER 161 FEES**

Installation License	\$300
Septic Haulers Permit	\$200
Residential Pump and Haul	\$50
Commercial Pump and Haul	\$500

# Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____
  
2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____
  
3. Did you have a discussion with a staff member before submitting the application?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. Were you able to receive the assistance or information that you needed from the staff?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____
  
6. What do you think could have been done differently to make this process quicker?
  
7. Do you have any suggestions about what we could do to make this process work better?



**Request for Postponement or to Table  
a Development Application**

**County of Frederick, Virginia**  
Frederick Planning Web Site: [www.co.frederick.va.us](http://www.co.frederick.va.us)

Department of Planning & Development, County of Frederick, Virginia,  
107 North Kent Street, Suite 202 Winchester, Virginia 22601  
Facsimile 540-665-6395 Phone 540-665-5651

Date: \_\_\_\_\_  
Application Number: \_\_\_\_\_

In connection with the development application known as \_\_\_\_\_,  
I hereby request a \_\_\_\_\_ month/day (*circle one*) postponement of the Planning Commission  
/ Board of Supervisors' consideration of the application.

Please be advised that this is a voluntary request on my part, and I will not contest the fact that the Planning Commission may not make a recommendation to the Board of Supervisors within 100 days, as is otherwise required by Section 15.2-2285(B) of the Code of Virginia, to the extent that any delay is the result of the postponement/tabling per this request. If this is a rezoning matter, I also will not contest the fact that the Board of Supervisors may not act on my application within one year, as is otherwise provided by Section 15.2-2286(A)(7) of the Code of Virginia and Section 165-11 of the County Code, to the extent that any delay is the result of the postponement/tabling per this request.

I acknowledge that the Planning Commission / Board of Supervisors are not obligated to grant the postponement / tabling which I have requested. I also understand that if my request is granted and if the County has already incurred a financial obligation for advertising the matter for public hearing/meeting, a \$500.00 fee is due and shall be promptly paid to the Department of Planning and Development. This fee covers the County's additional costs incurred in publishing advertisements of the rescheduled public hearing/meeting date(s), which advertisements are required under state law.

Sincerely,

\_\_\_\_\_

*If applicant is other than Owner, the Special Limited Power of Attorney Form must be submitted with this application.*