



Zoning Pre-Application Meeting - Request Form

This form is designed to provide prospective Community Development applicants with the information needed for a successful zoning pre-application meeting.

Directions. Complete the form below to the best of your ability. Please note that when more information about the proposal is provided, staff can better assess the issues and provide feedback on the overall proposal. The Contact, Request Property(s), and Request Description fields are required.

| Contact | | | | | |
|---|--|-----------------|--|----------|--|
| Name: | | | | | |
| Business Name: | | | | | |
| Phone Number: | | E-Mail Address: | | | |
| Request Property(s) - Provide Address OR GPIN | | | | | |
| Address: | | GPIN: | | Acreage: | |
| Address: | | GPIN: | | Acreage: | |
| Address: | | GPIN: | | Acreage: | |
| Address: | | GPIN: | | Acreage: | |
| Request Description | | | | | |
| Description of Request: | | | | | |

| Zoning Request Type | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Conditional Use Planned Development | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Utility Waiver | <input type="checkbox"/> Amend Prior Zoning Case: | |

| Optional Information & Materials for Pre-Application Meeting | | | |
|---|--|--|---|
| The following information and documents are being submitted voluntarily with this form as supplemental information to assist staff in evaluation of the proposal (these are not required for review): | | | |
| Documents (Attach via e-mail for staff to review) | <input type="checkbox"/> Elevations | <input type="checkbox"/> Survey | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Development Traffic Information | |
| Planned Uses | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Office |
| | <input type="checkbox"/> Industrial | <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Utility |
| | <input type="checkbox"/> Public Facility | | |
| | Planned Residential Uses & Number of Units | | |
| | <input type="checkbox"/> Single-family # of Units: | <input type="checkbox"/> Townhouse # of Units: | <input type="checkbox"/> Multifamily # of Units: |
| <input type="checkbox"/> Condominium # of Units: | <input type="checkbox"/> Age-Restricted # of Units: | | |
| Development Statistics | Gross Floor Area: | | Building Height: |
| | Parking Spaces: | | Building Floors: |
| | Building Materials: | | |
| | Number of Accesses to Site: | | |

| Optional Information & Materials for Pre-Application Meeting (Continued) | | | |
|---|---|--|--|
| The following information and documents are being submitted voluntarily with this form as supplemental information to assist staff in evaluation of the proposal (these are not required for review): | | | |
| Recreational Amenities | <input type="checkbox"/> Bikeways and/or Trails | <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Clubhouse |
| | <input type="checkbox"/> Open Space/Common Area | <input type="checkbox"/> Playground | <input type="checkbox"/> Active/Passive Recreation (Dog Park, Focal Point, etc.) |
| Utility Connection Proposal | <input type="checkbox"/> Public Water | <input type="checkbox"/> Public Wastewater | <input type="checkbox"/> Septic <input type="checkbox"/> Well |
| Environmental Assessments | <input type="checkbox"/> Wetlands | <input type="checkbox"/> Resource Protection Area Delineation (RPAD) | <input type="checkbox"/> Natural Resource Inventory (NRI) |

How is my meeting scheduled? The contact will submit this completed form via e-mail (as well as any informational attachments) to the Pre-Application Meeting Coordinator at ZONINGPREAPP@CHESTERFIELD.GOV. Once the form is submitted, staff will review the zoning request and reach out to the contact within three (3) business days.

Pre-Application Meeting Location & Date: Meetings during the COVID-19 health emergency are being conducted remotely via Microsoft Teams. Once the COVID-19 health emergency has ceased, meetings will resume at the Community Development Building, located at 9800 Government Center Parkway, Planning’s Large Conference Room on the 2nd Floor. Pre-application meetings are typically held on Tuesdays.

Please contact the Pre-Application Meeting Coordinator at ZONINGPREAPP@CHESTERFIELD.GOV, with any questions you may have.

NOTE: PRE-APPLICATION MEETINGS ARE GENERALLY SCHEDULED 2-3 WEEKS AFTER A CONFIRMED PRE-APPLICATION REQUEST HAS BEEN RECEIVED.

Typical Items to be Discussed at a Zoning Pre-Application Meeting

Planning

- Is the request consistent with the County's Comprehensive Plan Land Use Designation?
 - Is the property within a special area plan?
 - If so, are there any special requirements the applicant should be aware of?
- Discussion of exterior building elevations, if any.
- Discussion of external architectural features, if any.
- Will previous conditions of zoning impact the request?
 - If so, will previous conditions of zoning need to be amended?
- Will there be any buffers or tree preservation areas required?
- What are the parking requirements?
- What are the setback requirements?
- Is the property subject to any improvements relative to the Bikeways & Trails Plan?

County Department of Transportation (CDOT)

- Is the County's Road Cash Proffer Policy applicable to this request (residential development only)?
- Will a County (CDOT) Traffic Impact Analysis (TIA) be required?
- Is the property located adjacent to an existing or proposed Thoroughfare Plan road?
- If adjacent to Thoroughfare Plan road, what is ultimate right-of-way and how will it be accommodated?
- If located adjacent to a Thoroughfare Plan road, how will access be accommodated?
- If accessing Thoroughfare Plan road:
 - Will CDOT request construction of a new access and ask that it be shared with future development?
 - Will CDOT request access through an existing access via existing access easement?
- Will road improvements be required to address traffic impacts?
- Will phasing of road improvements be permissible for this request?
- Will the request have private and/or public (state maintained) roads as part of the development?
- Will the proposal be required to tie into existing street connections or private entrances?

Virginia Department of Transportation (VDOT)

- Will a State (VDOT) Traffic Impact Analysis (TIA) be required?
- Will the proposal be required to tie into existing street connections (state-maintained stub roads)?

Community Enhancement

- For the purposes of the County's Road Cash Proffer Policy pertaining to residential development, is this property located within a revitalization area?

Utilities

- Is the use of County water required by County Code?
- Is the use of County sewer required by County Code?
- Are there any significant engineering challenges known to provide service to the site?
- Are public water and wastewater lines available to the site, or will off-site extensions be necessary?
- Are there possible water system pressure issues or wastewater system capacity limitations?

Environmental Engineering

- Will special environmental assessment be needed (Wetland delineation, Resource Protection Area Delineation (RPAD), Natural Resource Inventory (NRI) or Water Quality Impact Assessment (WQIA))?
- Are there special stormwater regulations and/or concerns that apply to the property?

Fire & Life Safety

- Will the proposed access to the site meet code requirements?
- Will the proposed building heights and site layout meet aerial access requirements?

General Questions

- Are any other exceptions needed with the request that are not part of the zoning application (i.e. utilities, environmental engineering)? If so, is there a cost associated with those exceptions?
- Additional Questions for Staff: