



Application for a Resolution of Intent to Amend the Comprehensive Plan

Resolution of Intent to Amend the Comprehensive Plan = \$315

Project Name: _____

Contact Person (Who should we call/write concerning this project?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Applicant (Who is the Contact person representing?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

AN AMENDMENT OF THE ALBEMARLE COUNTY COMPREHENSIVE PLAN IS HEREBY REQUESTED WITH REGARD TO:

- A. Goals and Objectives, Standards
- B. Community Development Plan
- C. Land Use Maps
- D. Transportation Plan
- E. Scenic Roads, Rivers, Vistas
- F. Facilities & Utilities Plan
- G. Other (Please specify) _____

BRIEFLY STATE AMENDMNT REQUESTED or ATTACH ANY PERTINENT INFO :

Applicant Must Sign

Signature Applicant

Date

Print Name

Daytime phone number of Signatory

FOR OFFICE USE ONLY CPA # _____

RESOLUION OF INTENT ADOPTED: YES NO **DATE OF ACTION** _____

Fee Amount \$ _____ Date Paid _____ By who? _____ Receipt # _____ Ck# _____ By: _____

**County of Albemarle Department of Community Development
401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126**

**POLICY FOR SUBMITTAL OF PROPOSED AMENDMENTS
TO THE COMPREHENSIVE PLAN
OF ALBEMARLE COUNTY, VIRGINIA**

1. Comprehensive Plan amendment requests, made by citizens, shall be reviewed twice annually. The Planning Commission or the Board of Supervisors may initiate a Comprehensive Plan amendment study at any time deemed appropriate.
2. Comprehensive Plan amendment applications may be filed at the Department of Community Development on or before the first Tuesday, respectively, of the months of March and September. The application should be accompanied by cash or a check made payable to the "County of Albemarle, Virginia," in the amount of three hundred and fifteen dollars (\$315.00). This fee shall be effective on and after April 1, 1992.

It shall be the responsibility of the citizen requesting a Comprehensive Plan amendment to submit, in writing, the following.

A response to each of the criteria specified in this report, including justification for the requested change (criteria are outlined herein as items A through E). The Department of Community Development should prepare an application from summarizing the guidelines of each criteria point and providing a framework for a written response be prepared by the applicant. This application in full would then be submitted directly to the Planning Commission for determination regarding the adoption of a resolution of intent to amend the Comprehensive Plan. Should the Planning Commission adopt a resolution of intent, the application would then be forwarded to staff and the Site Plan Review Committee as applicable.

If additional information is required, it is the responsibility of the applicant to submit this information to the Planning Department in a timely fashion. Additional information may include, but not limited to: slope studies, soil studies, engineering calculations and profiles, preliminary site development plans, etc. The applicant will be informed of what specific items are required prior to the scheduled Site Plan Review Committee meeting.

3. Notice of Comprehensive Plan amendment submission shall be sent by first class mail to the last known address of all owners of the property adjacent to the subject property. In any case in which the applicant owns the adjacent property, notice shall be given to the owners of the next adjoining property. Mailing to the address shown on the current real estate tax assessment books of Albemarle County shall be deemed adequate compliance with this requirement. No Comprehensive Plan amendment shall be approved within ten (10) calendar days of the date of the mailing of such notice. The notice shall state the type of use proposed, specific location of development, county office where the site development plan may be viewed, and date of the public meeting. The applicant shall reimburse the County the cost of postage incurred for notification of adjacent property owners.
4. Within ninety days after the application deadline, the Board of Supervisors shall take action to approve or deny applications initiated by citizens. Prior to the Board of Supervisors' review of Comprehensive Plan amendment applications, the Planning Commission shall review all amendment requests and make recommendations to the Board. The Site Review Committee shall be consulted for recommendations as necessary.
5. No Comprehensive Plan amendment application from a citizen will be processed within six months prior to the expected date of adoption of a major five-year Comprehensive Plan revision.
6. Prior to the deadline for Comprehensive Plan amendment requests, the Board of Supervisors, or its agent (the Planning Commission) should hold a public hearing for the purpose of discussion and to entertain public comment on the Plan, in general. This public hearing would provide a public forum for Planning Commission/Board of Supervisors' requests to amend the Plan. The date, time and purpose of the public hearing should be advertised in a newspaper in advance.

CRITERIA FOR THE REVIEW OF COMPREHENSIVE PLAN AMENDMENT APPLICATIONS

- A. The Comprehensive Plan provides a long-range guide for direction and context of the decision-making process for public and private land uses. The Comprehensive Plan is general in nature rather than attempting to identify specific geographic locations. The Land Use Map of the Comprehensive Plan suggests the relationship of recommended uses to general areas. Proposed amendments to the Land Use Map should be reviewed for compliance with the general plan rather than area-specific or parcel-specific requests for a change in the recommended use. The purpose of the Land Use Map is to provide and plan for a balance of land uses, equipped with adequate utilities and facilities, in a comprehensive, harmonious manner. Any proposed change in the Land Use Map will be evaluated for protection of the health, safety, and welfare of the general public rather than the proprietary interests of an individual.
- B. The merit of Comprehensive Plan amendment requests shall be largely determined by the fulfillment of support to the “Goals and Objectives” specified in the Comprehensive Plan.
- C. A primary purpose of the Comprehensive Plan and Land Use Map is to facilitate the coordination of improvements to the transportation network and the expansion of public utilities in an economical, efficient and judicious manner. Comprehensive Plan amendments which direct growth away from designated growth areas shall be discouraged unless adequate justification is provided. Amendments to the boundaries of growth areas maybe considered appropriate if the request is comprehensive, proposes to follow a logical topographic or man-made feature and is supported by adequate justification. No Comprehensive Plan amendment shall be considered in areas where roads are non-tolerable or utilities are inadequate unless the improvement of those facilities is included in the Comprehensive Plan amendment proposal.
- D. Proposed Comprehensive Plan amendments shall be evaluated for general compliance with adopted County plans, policies, studies and ordinances and to determine if corresponding changes are necessary.
- E. Except as otherwise provided, the following conditions may be considered in the evaluation of a request to amend the Comprehensive Plan.
 - 1. Change in circumstance had occurred; or
 - 2. Updated information is available; or
 - 3. Subsequent portions of the Comprehensive Plan have been adopted or developed; or
 - 4. A portion of the Plan is incorrect or not feasible; or
 - 5. The preparation of the Plan as required by Article 15. 1-447 of the Code of Virginia was incomplete or incorrect information was employed.