

# Application for Comprehensive Plan Compliance



**PROJECT NAME:** (how should we refer to this application?): \_\_\_\_\_

**PROPOSAL** (use separate sheet, if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPREHENSIVE COMP PLAN LAND USE/DENSITY:** \_\_\_\_\_

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

**TAX MAP PARCEL(s):** \_\_\_\_\_

**MAGISTERIAL DISTRICT:** \_\_\_\_\_

**Contact Person** (Who should we call/write concerning this project?): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

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 \_\_\_\_\_

Does the owner of this property own (or have any ownership interest in) any abutting property? If yes, please list those tax map and parcel numbers

\_\_\_\_\_

## FOR OFFICE USE ONLY

Compliance with the Comprehensive Plan (CCP) \_\_\_\_\_

Special Use Permits: \_\_\_\_\_

Variances: \_\_\_\_\_

Concurrent review of Site Development Plan?

CCP# \_\_\_\_\_

## History:

ZMA's & Proffers: \_\_\_\_\_

Letter of Authorization

YES  NO

**PRE-APPLICATION WORKSESSION  
FOR EARLY INPUT FROM PLANNING COMMISSION ON  
COMPLIANCE WITH COMPREHENSIVE PLAN (CCP)**

***Intent***

The Pre-application worksession process is for proposed development projects. Typically these projects will be ZMA's and SP's; however, they may also include by-right proposals. The purpose of this process is to provide information to the Planning Commission on a potential development and have the Commission provide guidance to applicants and staff on the viability of that project. THE "ACTION" OF THE PLANNING COMMISSION IS NON-BINDING AND PURELY ADVISORY but is intended to help applicants know whether a project is worth pursuing and, if so, what issues need to be addressed.

Some of the key outcomes/benefits of this process are:

- Establishing whether the concept of the project, is consistent with county policies (comprehensive plan policy). For example: Is the land use, mix of uses, and impacts of the development acceptable for consideration, prior to focusing in on more design related issues. Are there major hurdles that must be addressed during the rezoning?
- Establishing whether there are "non-starter" issues that will make approval of any discretionary request unlikely (For example: Without improvements to Rio Road or the construction of Meadow Creek Parkway the PC and BoS would be reluctant to approve any project which adds more traffic to the existing Rio Road).
- Provision of guidance on further work session steps and public input processes, issues. For example: Are there past public issues/concerns that might be relevant to the proposal; suggestions of organizations/groups/representatives contacts, etc.

Similar to a reviews for compliance with the comprehensive plan that the County undertakes for public projects (2232 Reviews), the process is used to determines whether the general use(s) is consistent with the Comprehensive Plan and allied plans and policies. The focus is on the land use issues (consistency of the proposed uses, or mix of uses and general scale of development). In compliance reviews, there are times when "conditions" are identified which qualify the action, settings conditions which address any shortcomings with the projects consistency with the Plan (example—Wachovia building on Fifth Street found in compliance with the recommendation that the County implement transit service to the area...)

***Purpose***

The preliminary review is to identify:

- Any major issues with the proposal as it relates to recommendations of the Comprehensive Plan and allied planning documents/policies.
- Public concerns with the proposed project. An informational meeting to inform the public and receive input may likely be necessary to achieve this.
- Other issues related to this area of the County or this type of project that will make the proposal a "non-starter." These could be political issues (past example: like City/County agreement on Meadow Creek Parkway construction); timing issues related to planning processes (a major rezoning request in an area under some level comprehensive plan review – CPA, neighborhood plan, major transportation study, etc.).

### ***Information to be Provided by the Applicant***

- A brief narrative describing the project—specifically what are the goals of the project and how they see it relating this area of the community. For example what is the target market(s) for the development? What are the phasing/completion goals?
- Plan of property/site identifying adjacent properties, existing topography and physical features shown on the County's Open Space Plan as well as existing structures/development (roads, major utilities);
- Very general plan showing areas where development is proposed and where existing features are to be retained, desired access, general descriptions of the type and mix of uses, and densities of development (typical land use table showing the ranges of use types, mix, total sq. ft./or total units for each use type, etc.)
- Graphic (schematic/conceptual examples) depiction of the general type and character of the building development –NOT for detailed evaluation of the design but to understand what the overall concept would look and “feel” like in terms of mix/intensity/density. For example, a plan might show a rough/conceptual street pattern and for one or two blocks show an example of lots may be platted. This could be supplemented with examples of possible building types that would help the reviewers understand what the scale/character of the project might look like. The graphics could be photos of other existing development that are example of what the applicant would like to pursue.

IF the applicant has undertaken “front-end” site evaluations and design work, then:

- Rough grading of the site to understand the impacts to the existing site/to be able to analyze the resulting character from developing the site. The level/detail of information is hard for me to describe right now.
- Conceptual road layout showing proposed accesses points and interconnections.
- General identification of open space and amenity areas as may be warranted by the development.

### ***Staff Analysis and Report***

Staff will provide as part of the report:

- A general evaluation of the proposal's consistency with the Comprehensive Plan.
- An evaluation of how the area proposed for development relates, in particular, to any approved Master Plans, Master Plans under review, Area B studies, etc.
- Information on known infrastructure and service deficiencies or issues that exist in the area and how they might relate to this proposal.
- Public improvements called for in this general area and how they might relate to this proposal (Community Facilities Plan, CHART and other MPO studies, Greenway, Bike and Pedestrian/Sidewalks plans and studies, CIP, Six Year Road Plans).
- A general evaluation of the applicable neighborhood model principles (if in the Development Areas) and general direction of how they may need to be applied (such as general orientation of development, important interconnections to consider/provide.)

- Identification of associated approvals that will be needed. For example, does the proposed use require special use permits in addition to a ZMA? Is the project in the Entrance Corridor or other Overlay Districts?
- Relationship between the proposed development and natural resources on the site. For example, will the development (including grading that likely will be needed) impact resources shown on the Open Space Plan such as streams, stream buffers, floodplain, critical slopes, wetlands, and other features?
- Identification of transportation issues that will need to be addressed with a rezoning, such as interparcel connections and future traffic impact studies.
- Identification of any on-site or nearby historical or archeologically important areas and their relative importance. Will additional studies be needed before decisions are made?
- Identification of any impact important viewsheds which will need to be considered, such as the Monticello viewshed.
- Other items which will be considered as part of a rezoning or special use permits. For example: a coffee roaster or bakery can generate smell concerns, a large group of lighted tennis courts can generate dark sky concerns, or a vehicle repair facility can generate aesthetic concerns.

### ***Process***

- Submittal is always on a Resubmittal Monday.
- Approximately four (4) weeks from submittal, adjoining property owners will be notified of the CCP and the upcoming Planning Commission meeting.
- Approximately five (5) weeks from submittal, a staff report is completed and provided to the applicant and Commission which covers the issues the applicant has requested be raised with the Commission as well as the items covered under “Purpose” above.
- Approximately six (6) weeks from submittal, the project will be reviewed at the Planning Commission.
- At the meeting, after receiving a staff presentation on the project, the Commission provides the applicant ten minutes to present his/her proposed project. The Commission will likely ask the applicant questions after the presentation to fully understand the nature of the request.
- Public comment is solicited at the pre-application worksession to identify neighbors concerns that the applicant will want to address prior formal submittal of a project.
- At present, there is no fee. The process is hoped to create efficiencies during a future ZMA review that should save both applicant and county money; thus, helping to recover initial costs.
- One review with the Planning Commission is expected unless the project is highly complex and the applicant and Commission wish to pursue discussion further.
- The staff report and minutes of the meeting will be forwarded to the Board of Supervisors for their information (consent agenda-information item). No action is expected, but Board Members could pull in information from the consent agenda to discuss, or request that a Board of Supervisors work session be scheduled.