



Westmoreland County, Virginia

## Land Use Administration

P. O. Box 1000  
Montross, VA 22520  
Phone 804-493-0120 FAX 804-493-0604

Building Official  
Zoning Official  
Planning Commission  
Board of Zoning Appeals  
Board of Building Appeals  
Wetlands Board

### **ORDINANCE AMENDMENT** **REQUEST**

(Last revised August 30, 2024)

Case No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fee \$500: \_\_\_\_\_ Check #: \_\_\_\_\_ (submit with application, nonrefundable)  
The fee for deferral shall be 50% of the original fee. Make checks payable to 'Treasurer of Westmoreland County.'

Assigned Date for: Planning Commission: \_\_\_\_\_  
Board of Supervisors: \_\_\_\_\_

PROPERLY COMPLETED APPLICATION, SUPPORT MATERIALS, AND FEE MUST BE RECEIVED BY THE  
APPROPRIATE DEADLINE FOR CONSIDERATION AT THE NEXT AVAILABLE MEETING.

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

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

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

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

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

Agent/2<sup>nd</sup> Applicant (if applicable): \_\_\_\_\_

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

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

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

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

I/we respectfully request the consideration of an **ORDINANCE AMENDMENT** in accordance with the  
zoning code requirements found in Article 10, Section 3, Subsection 9.

The requested amendment(s) would impact the \_\_\_\_\_ (Zoning or Subdivision)  
Ordinance, specifically sections \_\_\_\_\_

An application for an ordinance amendment shall include a brief description of the text amendment request, including the ordinance citation and the desired change(s). Please provide this description below or on an attached page if necessary.

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**SUBMITTAL DOCUMENTS**

Prior to accepting this application, there shall be a Pre-Application meeting with the Zoning Administrator or their designated staff.

The following documents shall accompany this application for consideration:

- 1. Twelve (12) copies of all documents, plus one digital copy for staff.
- 2. Portion of the current code that has been marked up with the proposed changes and/or written draft of amendment being proposed.
- 3. Estimation of both the impacts of the proposed amendment and the properties and/or stakeholders that would be impacted.
- 4. Other documentation that you feel important for your case.

I/we further understand that upon the review of the documents submitted, should it be determined that they do not meet the requirements, the application shall not be forwarded to the Commission until the issue(s) have been resolved.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_