



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 June 16, 2020)

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/2nd 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.

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. Eighteen (18) copies of all documents, excluding this application.
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: _____