## Required contents for a full Rezoning Application:

- A completed application form, attached.
- A completed certificate of owner's representative, if appropriate.
- A signed cover letter outlining the background and clear justification for the proposed changes.
- Clear mapping showing the extent of where the changes are proposed, including property lines, adjacent streets, buildings, etc.
- A site plan showing the proposed development of the property.
- Applications for conditional zoning should clearly indicate such and include clear supplemental information such as any proffers being made.
- Fees as required by Section 18.1-1009 of the Zoning and Subdivision Ordinance.

All documentation should be on reproducible 8½ X 11 paper.

DATE		
DAIL		



PPLICATION FOR REZUNING	J
TOWN OF AMHERST	
POST OFFICE BOX 280	
<b>AMHERST, VIRGINIA 24521</b>	
(804) 946-7885	

APPLICANT ADDRESS	OWNER ADDRESS				
CITY TELEPHONE NO.	TELEDHONE NO				
REPRESENTATIVE	ADDRESS				
CITY	TELEPHONE NO				
LOCATION OF REQUEST					
TAX MAP NO	LOT AREA				
EXISTING ZONING	PROPOSED ZONING				
STATEMENT BY APPLICANT					
As (OWNER) (CONTRACT PURCHASER WITH OW the property listed above, I/we hereby petition the Amhers					
PLANNING COMMISSION PUBLIC HEARING					
PLANNING COMMISSION ACTION	Time	Date			
	Zoning Administrator	 Date			
TOWN COUNCIL PUBLIC HEARING	Time	 Date			
TOWN COUNCIL ACTION					
	Clerk of Council	Date			

## Adjacent property owner information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

§ 15.2-2204 of the Code of Virginia requires that a notice of pending action to be mailed to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie outside the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property. The purpose of this form is to assist the applicant to collect the needed information from the Amherst County Commissioner of the Revenue's office.

Tax Map #	Physical Address	Owner's Name	Owner's Mailing Address

Applicants should use as many forms as are needed to provide the needed information.

**Note**: Applicants are reminded that §18.1-1002 of the Town Code requires signs describing pending action by the Planning Commission, Town Council or Board of Zoning Appeals to be posted when approval of a site plan, subdivision, special use permit, rezoning, conditional zoning, variance, or appeal is requested.