

# Zoning Amendment Application

Department of Planning, Building and Development  
Room 170, Noel C. Taylor Municipal Building  
215 Church Avenue, S.W.  
Roanoke, Virginia 24011  
Phone: (540) 853-1730

Filing Date:

Submittal Number:

## Request (select all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Rezoning, Not Otherwise Listed                       | <input type="checkbox"/> Amendment of Proffered Conditions                |
| <input type="checkbox"/> Rezoning, Conditional                                | <input type="checkbox"/> Amendment of Planned Unit Development Plan       |
| <input type="checkbox"/> Rezoning to Planned Unit Development                 | <input type="checkbox"/> Amendment of Comprehensive Sign Overlay District |
| <input type="checkbox"/> Establishment of Comprehensive Sign Overlay District |   |

## Property Information:

Address:

Official Tax No(s):

Existing Zoning: <input type="text"/>	<input type="checkbox"/> Without Conditions	Ordinance No(s). (If applicable): <input type="text"/>
	<input type="checkbox"/> With Conditions	
	<input type="checkbox"/> Planned Unit Development	
Requested Zoning: <input type="text"/>	<input type="checkbox"/> Without Conditions	Proposed Land Use: <input type="text"/>
	<input type="checkbox"/> With Conditions	
	<input type="checkbox"/> Planned Unit Development	

## Property Owner Information:

Name:  Phone Number:

Address:  E-mail:

Property Owner's Signature: \_\_\_\_\_

## Applicant Information (if different from owner):

Name:  Phone Number:

Address:  E-mail:

Applicant's Signature: \_\_\_\_\_

## Authorized Agent Information (if applicable):

Name:  Phone Number:

Address:  E-mail:

Authorized Agent's Signature: \_\_\_\_\_

## Zoning Amendment

# Application Checklist

The following must be submitted for **all** applications:

- Completed* application form and checklist.
- Written narrative explaining the reason for the request.
- Metes and bounds description, if applicable.
- Filing fee.

For a **rezoning not otherwise listed**, the following must also be submitted:

- Concept plan meeting the Application Requirements of item '2(c)' in Zoning Amendment Procedures.

For a **conditional rezoning**, the following must also be submitted:

- Written proffers. See the City's Guide to Proffered Conditions.
- Concept plan meeting the Application Requirements of item '2(c)' in Zoning Amendment Procedures. Please label as 'development plan' if proffered.

For a **planned unit development**, the following must also be submitted:

- Development plan meeting the requirements of Section 36.2-326 of the City's Zoning Ordinance.

For a **comprehensive sign overlay district**, the following must be submitted:

- Comprehensive signage plan meeting the requirements of Section 36.2-336(d)(2) of the City's Zoning Ordinance.

For an **amendment of proffered conditions**, the following must also be submitted:

- Amended development or concept plan meeting the Application Requirements of item '2(c)' in Zoning Amendment Procedures, if applicable.
- Written proffers to be amended. See the City's Guide to Proffered Conditions.
- Copy of previously adopted Ordinance.

For a **planned unit development amendment**, the following must also be submitted:

- Amended development plan meeting the requirements of Section 36.2-326 of the City's Zoning Ordinance.
- Copy of previously adopted Ordinance.

For a **comprehensive sign overlay amendment**, the following must also be submitted:

- Amended comprehensive signage plan meeting the requirements of Section 36.2-336(d) of the City's Zoning Ordinance.
- Copy of previously adopted Ordinance.

For a proposal that requires a **traffic impact study** be submitted to the City, the following must also be submitted:

- A Traffic Impact Study in compliance with Appendix B-2(e) of the City's Zoning Ordinance.

For a proposal that requires a **traffic impact analysis** be submitted to VDOT, the following must also be submitted:

- Cover sheet.
- Traffic impact analysis.
- Concept plan.
- Proffered conditions, if applicable.
- Required fee.

\*An electronic copy of this application and checklist can be found at [www.roanokeva.gov/planningcommission](http://www.roanokeva.gov/planningcommission). A complete packet must be submitted each time an application is amended, unless otherwise specified by staff.