



MASTER PLAN APPLICATION

Date: _____

MP: _____

Receipt No.: _____

Please complete all sections of the application. Call (757) 253-6685 if you have any questions, or go online to www.james-city.va.us/resources/devmgmt/dept_devmgmt.html

To the Planning Commission and Board of Supervisors of James City County, Virginia:
I (We), the undersigned do hereby respectfully make application and petition the Governing Body of James City County, Virginia, for master plan as hereinafter requested, and in support of this application, the following facts are shown:

1. Project Information:

1. The property is located at: _____

2. The property is owned by: _____
as evidenced by deed from _____
recorded in Book _____, Page _____, Registry of James City County, Virginia.

3. Tax map & Parcel ID: _____

4. The site is presently zoned _____ and is _____ acres.

5. The purpose of the Master Plan is to: _____

6. Does site receive public water? Yes _____ No _____ If yes, does site receive public water from the City of Newport News? Yes _____ No _____

7. Is the site served by public sewer? Yes _____ No _____

8. Amendment to Master Plan: (include original case number and describe purpose of amendment) _____

2. Applicant/Contact Information:

Name: _____	
Company: _____	Phone: _____
Address: _____	Fax: _____
Does applicant want to receive updates via CaseTrak? Yes _____ No _____	
If yes, please provide an email address: _____	

3. Property Owner Information:

Name: _____	
Company: _____	Phone: _____
Address: _____	Fax: _____
Email: _____	

4. Are all applicable submittal requirements attached? (See attached checklist)
Yes _____ No _____

5. Are proffers attached? (See attached letter submittal details)
Yes _____ No _____

6. Does project require a VDOT 527 Traffic Study? Yes _____ No _____

(Please see: <http://www.virginiadot.org/projects/chapter527/default.asp> for more information, or call [757] 253-4832.)

If yes, did you include a separate check for the fee? Yes _____ No _____

The property owner MUST sign this application or it will not be processed.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

FEE SCHEDULE
JAMES CITY COUNTY - JAMES CITY SERVICE AUTHORITY
101A Mounts Bay Road - P. O. Box 8784, Williamsburg, Virginia 23187-8784

DATE _____

RECEIPT NO. _____

RECEIVED FROM _____

PROJECT NAME _____

	<u>JAMES CITY COUNTY</u>	<u>JCSA (543-0000)</u>
REZONING* (3340)		
5 acres or less	\$1,200 plus \$75 per acre _____	\$100 _____
More than 5 but no more than 10 acres	\$1,200 plus \$75 per acre _____	\$150 _____
More than 10 acres	\$1,200 plus \$75 per acre _____	\$200 _____
	* Not to exceed \$15,000/proffer amendments pay base fee only	
SPECIAL USE PERMIT (3340)		
General (General special use permits processed with a rezoning shall pay a rezoning fee only)	\$1,000 plus \$30 per acre** _____	\$200 _____
Manufactured Home	\$ 100 _____	N/A
Family Subdivision under Section 24-214	\$ 100 _____	\$ 50 _____
Amendment/Renewal to a Special Use Permit	\$ 400 _____	\$ 50 _____
Wireless Communication Facilities under Division 6	\$1,500 _____	
	**Not to exceed \$5,000	
MASTER PLAN (3340)		
<u>Initial review</u> - Residential Cluster, Mixed Use or a PUD with less than 400 acres (PUD's more than 400 acres shall pay a rezoning fee only)	\$ 200 _____	\$600 _____
<u>Revision of approved plan</u>		
Residential Cluster	\$ 75 _____	\$600 _____
R-4, PUD, Mixed Use	\$ 150 _____	\$600 _____
SITE PLAN (3340)		
<u>Administrative review</u>		
Residential structures or improvements	\$600 plus \$60 per unit \$ _____	\$200 plus \$5 per unit \$ _____
Nonresidential structures or improvements	\$600 plus \$0.024 per sq. ft. of building area \$ _____	\$200 plus \$0.004 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$600 plus \$60 per residential unit plus \$0.024 per sq. ft. of nonresidential building area \$ _____	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____
<u>PUBLIC HEARING APPLICANT DEFERRAL REQUEST</u>	\$350 _____ per request	
<u>Planning Commission Review</u>		
Residential structures or improvements	\$1,800 plus \$60 per unit \$ _____	\$200 plus \$5 per unit \$ _____
Nonresidential structures or improvements	\$1,800 plus \$0.024 per sq. ft. of building area \$ _____	\$200 plus \$0.004 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$1,800 plus \$60 per residential unit plus \$0.024 per sq. ft. of nonresidential building area \$ _____	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____
<u>Amendment to an approved plan</u>		
Residential structures or improvements	\$100 plus \$10 per residential unit \$ _____	\$ 50 plus \$2 per residential unit \$ _____
Nonresidential structures or improvements	\$100 plus \$0.004 per sq. ft. of building area \$ _____	\$50 plus \$0.001 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$100 plus \$10 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____	\$50 plus \$2 per residential unit plus \$0.001 per sq. ft. of nonresidential building area \$ _____
Residential or nonresidential structures or improvements where number of dwelling units, building area, pavement, or open space is not changed more than 15 percent	\$100 _____	\$ 25 _____
Zoning Administrator/Fire Dept. review only	\$ 20 _____	N/A
Each additional review after second resubmission	\$250 _____	
Facility Review	N/A	\$1,500 per Wastewater or Well Facility \$ _____
CONCEPTUAL PLAN	\$25 _____	
EROSION & SEDIMENT CONTROL (3375)		
Residential subdivisions	\$70 per lot \$ _____	N/A
All other land disturbing activities (residential site plan)	\$840 per acre for the first 15 acres plus \$560 for each additional acre over 15 acres \$ _____	N/A
All other land disturbing activities (non-residential site plan)	\$600 per acre for the first 15 acres plus \$400 for each additional acre over 15 acres \$ _____	N/A
TOTAL AMOUNT \$ _____	CHECK NO. _____	CASH _____
PREPARED BY _____		

REZONING AND SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

Please complete the following checklist to ensure that your application meets the requirements of the Zoning Ordinance. Any section not completed can delay processing of this application and the date of the Planning Commission hearing.

Please note that this checklist is only a guide to facilitate the application process. Section 24-23 of the James City County Zoning Ordinance should be reviewed for a complete list of submittal requirements required with any application for a rezoning or request for a special use permit.

Any request for a waiver to any submittal requirement should be made in accordance with Section 24-23 (c) of the Zoning Ordinance at least one week prior to submittal of any application.

Traffic Impacts:

1. Based on the ITE rates, how many weekday peak hour trips to and from the site will your project generate? _____
2. Which ITE Land Code was used? _____
3. What level of service does the roadway have where your project will enter or exit? _____

If your answer to #1 is greater than 100, or if your answer to #3 is "D" or lower, a traffic study must be submitted.

Water and sewer impact study:

1. What is the anticipated average daily flow of water and sewer volume, in gallons? _____
2. How many residential lots are proposed? _____

If your answer to #1 is greater than 30,000 gallons, or if your answer to #2 is greater than 100 lots, a water and sewer impact study must be submitted.

Conceptual stormwater management plan:

1. Does your conceptual stormwater management plan show approximate location, footprint, and type of BMP? Yes _____ No _____

Adequate public facilities:

1. Have you attached an adequate public facilities report? Yes _____ No _____

Historic and archaeological study:

1. Is the property identified as being a highly sensitive area on the James City County archaeological assessment? Yes _____ No _____

If yes, a Phase IA historic and archaeological study is required.

Environmental inventory:

1. Have you provided an environment inventory in accordance with the James City County Natural Areas policy? Yes _____ No _____

Fiscal impacts:

1. Does your proposal include residential dwelling units? Yes _____ No _____

If yes, a fiscal impact analysis is required.

Master Plan:

1. Does your master plan depict the approximate boundaries and general location of all principal land uses and their building square footage and height, roads, right-of-ways, accesses, open spaces, public uses, and other features located on the site for which approval is sought? Yes _____ No _____
2. Has your master plan been prepared in accordance with Section 24-484 (b)(1)-(5) of the Zoning Ordinance? Yes _____ No _____

Supplemental Information:

1. Supplemental information should be submitted in accordance with the "Supplemental Submittal Requirements for Special Use Permits and Rezoning" policy as adopted by the Board of Supervisors. Is this information attached? Yes _____ No _____

I attest that this checklist is filled out in full. Any section not completed can delay processing of this application and the date of the Planning Commission public hearing.

Applicant Signature

Date

Attachments to this application (please check off):

- _____ Traffic Impact Study
- _____ Water/Sewer Impact Study
- _____ Conceptual Stormwater Management Plan
- _____ Adequate Public Facilities
- _____ Historical and Archaeological Study
- _____ Environmental Inventory
- _____ Fiscal Impact Analysis
- _____ Master Plan
- _____ Supplemental Information



DEVELOPMENT MANAGEMENT

101-E MOUNTS BAY ROAD, P.O. BOX 8784, WILLIAMSBURG, VIRGINIA 23187-8784
(757) 253-6671 Fax: (757) 253-6850 E-MAIL: devtman@james-city.va.us

CODE COMPLIANCE
(757) 253-6626

codecomp@james-city.va.us

ENVIRONMENTAL DIVISION
(757) 253-6670

environ@james-city.va.us

PLANNING

(757) 253-6685

planning@james-city.va.us

COUNTY ENGINEER

(757) 253-6678

INTEGRATED PEST MANAGEMENT

(757) 253-2620

August 25, 1999

RE: Proffer Statement Cut-Off Date

Dear Applicant:

Rezoning cases brought forward to the Board of Supervisors have become increasingly complex. As a result, voluntary proffers have become a common part of rezoning applications. It has become apparent that a cut-off date must be set for the receipt of final signed proffer statements in order to address them effectively in staff reports to the Planning Commission and Board of Supervisors.

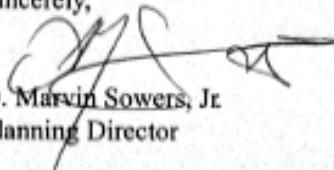
The cut-off date for receipt of signed original proffer statements shall be submitted twenty-one (21) days in advance of the Planning Commission meeting. If there are revisions to these proffers, the final revised signed proffers must be submitted ten (10) days in advance of the Planning Commission meeting. Comparative drafts highlighting changes shall be submitted with all revised drafts. If signed proffers are received after the cut-off date, staff will automatically recommend deferral of that case.

Signed original proffer statements shall be submitted twenty-one (21) days in advance of the Board of Supervisors' meeting. Final revised signed proffers shall be submitted eight days in advance of the Board of Supervisors meeting. Under the revised policy, as agreed to by the Board and Commission members on August 24, 1999, the Board of Supervisors will not act upon those proffers which were not reviewed by the Planning Commission in cases where the Planning Commission has recommended denial (this will not apply to minor or nonsubstantive changes). Comparative drafts highlighting changes shall be submitted with all revised drafts. If the final signed proffers are received after the cut-off date, staff will automatically recommend deferral of that case.

If changes involve the signature page only, they must be received one working day in advance of the meeting.

We believe these procedures will allow adequate time for both legal and planning review for most cases. If there are further questions, please contact the Planning Division.

Sincerely,


O. Marvin Sowers, Jr.
Planning Director