



## City of Petersburg

### Department of Planning and Community Development

#### **PROCEDURES FOR PETITION FOR REZONINGS OR SPECIAL USE PERMITS**

1. Applicant files petition with the Petersburg Department of Planning and Community Development, City Hall, 135 N Union Street, Petersburg, Virginia 23803.
2. **The Filing fee for Petitions for Rezoning or Special Use Permits is \$1,500.** A Check or Money Order *made payable to the City of Petersburg* is to accompany the application.
3. A Plat of the property must also accompany the petition.
4. The Department of Planning and Community Development Staff will refer the petition to the Planning Commission to hold a public hearing and consideration the petition. Department of Planning and Community Development staff shall advertise the public hearing twice during a fourteen-day period, and the Planning Commission will hold a public hearing, and make a recommendation to the City Council regarding the petition.
5. The City Council schedules then advertises a public hearing regarding the petition.
6. The City Council holds a public hearing then considers the petition with the Planning Commission recommendation and renders a final decision to approve or disapprove the petition.

*PLEASE NOTE: The rezoning or special use permit process may take up to three months.*

# PETITION FOR REZONING OR SPECIAL USE PERMIT

RETURN TO: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
(CITY HALL, THIRD FLOOR, ROOM 304)  
FILING FEE: \$1,500 (CHECK OR MONEY ORDER) AT THE TIME OF SUBMITTAL

CASE NUMBER: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ hereby petition to rezone the following described properties  
from zoning district \_\_\_\_\_ to zoning district \_\_\_\_\_

**A. DESCRIPTION OF PROPOSED USE: (ATTACH ADDITIONAL DOCUMENTS IF NECESSARY)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. PROPERTY INFORMATION**

1. Tax Parcel Identification Number(s):

\_\_\_\_\_  
\_\_\_\_\_

2. Current Street Address(es) if assigned):

\_\_\_\_\_  
\_\_\_\_\_

3. Approximate Area:

\_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

4. Public Street Frontage:

\_\_\_\_\_ ft.

5. A boundary plat of this property outlining the area to be rezoned must be attached to this petition.

6. The following deed restrictions may affect the use of this property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Brief:

Said deed restrictions will expire on: \_\_\_\_\_

**C. JUSTIFICATION FOR REZONING**

- 1. The proposed change in zoning is necessary for the preservation and enjoyment of a substantial property right because: (Provide a detailed statement of reasons why the proposed rezoning should be granted).**

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- 2. The material impact of the proposed rezoning will not be detrimental to the public welfare of the City nor to adjacent property owner(s) or properties located within the nearby vicinity because: (Specify reasons to substantiate this statement).**

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- 3. The proposed rezoning will be advantageous to the City and benefit the welfare of the general public because: (Specify reasons to substantiate this statement).**

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- 4. The proposed rezoning is necessary because suitable property for the proposed use is not presently situated within required existing zoning districts. (Specify reasons for this determination).**

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**D. CERTIFICATION:**

The undersigned applicant certifies that they:

\_\_\_\_\_ (a) are the owner, lessee or agent for (specified in writing)

\_\_\_\_\_ (b) possess a proprietary interest in (contract or option agreement)

the property(ies) identified within this PETITION FOR REZONING, and that the foregoing information and statements herein provided, and all other information herewith submitted, are in all respects true and correct to the best of their knowledge and belief.

Signed:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

**APPROVED**

\_\_\_\_\_  
City Attorney

**TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**ACTION RECORD**

Date Filed (with Planning Department):

\_\_\_\_\_

Date of Planning Commission Public Hearing:

\_\_\_\_\_

Planning Commission Action(s):

\_\_\_\_\_

Date of City Council Hearing:

\_\_\_\_\_

City Council Action(s):

\_\_\_\_\_



**For additional names, use back of sheet**