



REZONING: REQUIREMENTS & PROCEDURES

80 Front Street – PO Box 558 - Lovingson, VA
22949 (434) 263-7090 [Phone] ▪ (434) 263-7086 [Fax]

*Applications may be submitted by email, fax, in-person, or postal mail.
Processing cannot begin until the application fee and all requirements (listed below) have been received.*

REQUIREMENTS	
<p><i>“The regulations, restrictions and boundaries established in this ordinance may, from time to time, be amended, supplemented, changed, modified or repealed by the governing body pursuant to §15.2-2285 of the Code of VA” §16-1 of the Nelson County Zoning Ordinance</i></p>	
Application Fee	<ul style="list-style-type: none"> ▪ Application Fees are collected at the time of application submission. ▪ Applications must be submitted by the third Friday of the month to be able to go to the Planning Commission on the fourth Wednesday of the following month. <p style="margin-left: 40px;">Rezoning Permit = \$300 Minor Site Plan = \$100 - Major Site Plan (if applicable) = \$500</p>
Authorization Notice(s)	<ul style="list-style-type: none"> ▪ If the permit is applied for, or on behalf of, any person other than the listed Applicant, a signed written notice from the Applicant authorizing the person(s) applying for the permit to do so shall be included with the application. ▪ If any portion of the use to be permitted is to be held on private property not owned by the listed Applicant, the Applicant must provide a signed written or typed authorization from each applicable property owner(s) which demonstrates their authorization for the use to be permitted to take place on the property(s).
Site Plan	<ul style="list-style-type: none"> ▪ A Site Plan will be required with the project. <i>Please see the Minor or Major (as applicable) Site Plan Checklist.</i> ▪ Please provide two full size sets of large printed copies, 8 copies of 11x17 site plans, and a digital copy of your site plan. <i>(Please note that if you email a large file our server may block it. It is advisable to use a program like Dropbox for larger files.)</i> ▪ Site Plans will still need to be approved after a final determination is made by the
Project Narrative	<ul style="list-style-type: none"> ▪ Please provide a brief written description of the project. Including a written statement of proposed project compatibility with the following: <ul style="list-style-type: none"> - The Comprehensive Plan - The surrounding properties - Estimated traffic generation
Other Departments	<ul style="list-style-type: none"> ▪ It is advised that you have early discussions about your project with other agencies involved in the review and approval of your project. Potentially including: VDOT, VDH, the Thomas Jefferson Soil and Water Conservation District, and the Nelson County Service Authority.