



REZONING REVIEW PROCESS

This document describes the process for obtaining a rezoning or proffer amendment. Each parcel of land in the City is identified with a zoning classification that designates the type and intensity of uses that a property can be developed under. In order to change a zoning map classification, a rezoning application must be filed and approved. These requests are approved on a case-by-case basis by City Council. The process is further detailed in the flow chart provided below.

The City Zoning Ordinance, Comprehensive Plan, forms, and additional information are available in the Department of Community Development office or online:

www.manassascity.org/planningzoning. The City Design and Construction Standards Manual is available at: www.manassascity.org/dcsm.

Pre-Application Meeting

Before applying, a formal pre-application meeting is required to review the proposed rezoning and identify issues to address in the application. A description of the proposal and the address of the property being discussed are required to schedule the meeting. At the meeting, information and preliminary plans must be provided to enable staff to provide feedback and minimum submission requirements for the proposal.

Application Package Submission/Acceptance

Completed application packages may be submitted to the Department of Community Development. Applications will not be accepted for review without all mandatory items identified on the application checklist (See Attachment 1) and any additional items identified during the pre-application meeting. Staff will review the application for completeness and send a formal letter of acceptance to the applicant identified on the application form.

Application Review

Following acceptance, the application will be forwarded for review by all impacted City agencies. Comments are compiled by the project's case manager and forwarded to the applicant approximately four weeks after acceptance.

Post-Submission Meeting

Post-submission meetings are required to review comments and outstanding issues and scheduled approximately five to seven weeks after acceptance of the application. During the meeting, staff will review comments and discuss any proffers offered to offset impacts associated with the project. Depending upon the extent of the issues, a revised plan to address agency comments may be requested and/or the Planning Commission hearing date may be scheduled.

Public Hearings

After staff and agency comments have been satisfied, rezoning proposals are reviewed at public hearings before the Planning Commission and City Council. During each public hearing, staff reviews the project and provides recommendations to the Planning Commission or City Council. The applicant also typically makes a separate presentation.

Rezoning Review Process

Prior to each hearing, the applicant will be notified in writing to obtain signs from the Department of Community Development to post on the property. The property must be posted for a 15-day period prior to the public hearing and a notarized affidavit of sign posting must be returned to the Department of Community Development within three days of the posting. Staff will mail the notices of public hearing to surrounding property owners and will advertise the hearing in the newspaper. Please note that the applicant will be separately billed for the cost of Planning Commission and City Council advertising requirements.

The Planning Commission's recommendation to the City Council generally occurs immediately after the public hearing at the same meeting; however, the Commission will defer their recommendation if there are questions to resolve. Code allows the Planning Commission a 100-day review period following its first meeting to make a recommendation. In some cases, more than one public hearing may be necessary if the case proves to be complex and/or controversial.

Approximately one month after Planning Commission action, the City Council will hold a separate public hearing. City Council will not take action at the public hearing, but may request additional information based on comments received at the hearing. At the next regular City Council meeting following the public hearing, City Council will consider the issues raised during the public hearing, give a first reading of the ordinance to rezone the property and vote to either: 1) approve and accept any voluntary proffers, or 2) deny the request. At their next regular meeting, the City Council will give a second reading of the ordinance and vote to either approve or deny the request. If upon second reading, the request is approved, the rezoning will become effective 30 days from that date unless otherwise stated in the ordinance approving the request.

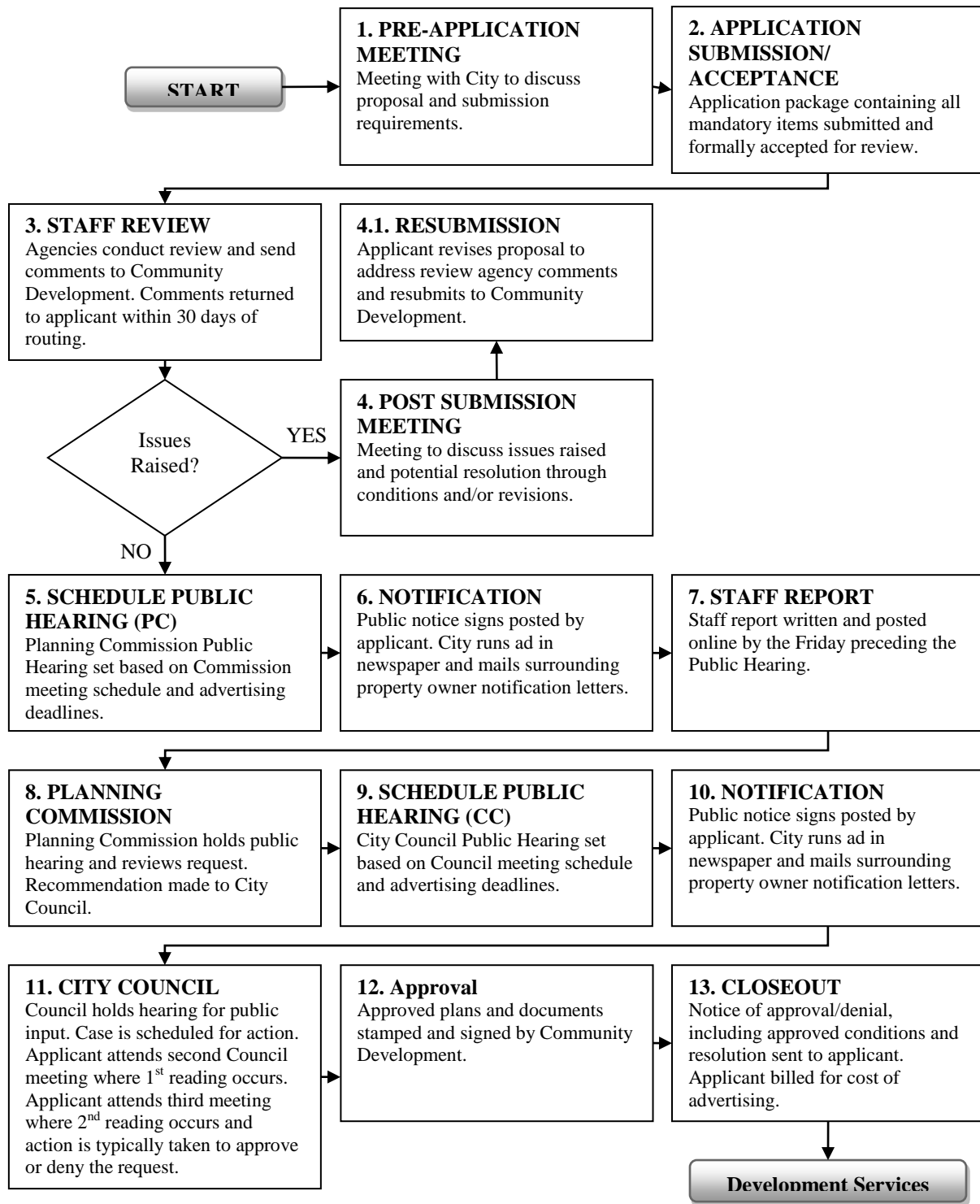
Notification of City Council Action and Rezoning Closeout

Staff will officially notify the applicant of City Council's action, provide a copy of the approved resolution and conditions, and bill the applicant for the cost of advertising. Upon completion of the rezoning process, the applicant may proceed with appropriate next steps, such as site or subdivision plans, building permits, or Certificate of Use or Occupancy. The Development Services Division (703-257-8278) is the City's one-stop shop for these submissions.

Attachments:

1. Application Form & Submission Checklist
2. Conflict of Interest Affidavit
3. Special/Limited Power of Attorney Form
4. Fee Schedule
5. Sample Boundary Description

Rezoning Review Process





CITY OF MANASSAS, VIRGINIA

Community Development • 9027 Center Street, Manassas, VA 20110 • 703-257-8223

REZ #: _____

DATE: _____
(Completed by City Staff)

REZONING APPLICATION

Site Address: _____ Manassas, VA 20110
Street

Tax Map No(s): _____

Site Acreage: _____ Zoning District: _____

Comprehensive Plan Designation: _____

Proposed Zoning: _____

This is a proffer amendment to existing REZ #: _____

APPLICANT

OWNER

(Leave Blank if Same as Applicant)

Name (Please Print)

Name

Signature

Company

Address

Address

City State Zip Code

City State Zip Code

Phone # Fax #

Phone # Fax #

E-mail Address

E-mail Address

REZONING APPLICATION CHECKLIST

The items included in the following checklist are required for submission of any rezoning package. Incomplete application packages will not be accepted.

Payments and Fees

- Application Fee.

Note: Applicant will also be billed for the cost of the newspaper advertising after the public hearing.

- Payment of delinquent taxes and fees on the property

Two (2) Copies:

- Completed Application – Typed
- Notarized Conflict of Interest Affidavit
- Special/Limited Power of Attorney Form (When applicant acts on behalf of the property owner)
- Certified Plat and written boundary description of the property proposed for rezoning
- Architectural renderings providing full-color, four-sided architecture and exterior finishes for any new construction or alteration, including building elevations, signage, fencing and dumpster enclosures.
- Impact analysis identifying the impacts of the proposed development, and prepared utilizing a method that is based on current data and sound methodology. The applicant may, but is not required to, offer proffers to mitigate the impacts of the development. The applicant, upon submission of any proffer, shall also provide an analysis demonstrating that such proffer complies with the requirements of §15.2-2303.4 of the Code of Virginia, where applicable, and is reasonably related both in nature and extent to the impact of the proposed development.
- Studies as identified during the pre-application meeting, including but not limited to, traffic impact analysis, economic impact analysis, and environmental studies. *Note: Additional studies may be identified during the review of the application as required to appropriately evaluate the proposal. Additional copies may also be requested.*

Fifteen (15) Copies:

- Generalized Development Plan (GDP) showing all existing and proposed improvements and demonstrating compliance with all zoning requirements for the property and use. The GDP must be folded to 8.5”x11” size and include the following:
 - Scale and north point, with scale no less than 1 inch to 50 feet
 - General vicinity map providing information on existing street and cross street locations within one-quarter mile
 - Delineation of area to be rezoned
 - Parcel identification numbers, name, present zoning, and zoning and use of abutting or contiguous parcels
 - Names of boundary roads or streets and width of existing rights-of-way

REZONING APPLICATION CHECKLIST

- Easements and encumbrances
 - Existing and proposed utilities
 - Vehicular and pedestrian circulation, including traffic counts and typical street sections, right-of-way improvements, access points, travel ways, parking, loading, stacking, sidewalks, and trails
 - Layout and orientation of buildings and/or improvements, including but not limited to fencing, signs, and dumpsters, building use, height, setbacks, and restriction lines
 - Location and design of screening and landscaping, including the location and type of significant or specimen trees
 - Tabulations for parking, tree canopy, parking lot landscaping, and others as applicable to the project
- 11"x17" reduction of the GDP
- A written narrative describing the proposed use and its compatibility with the Comprehensive Plan. If a change of land use designation in the Comprehensive Plan is necessary, the rezoning application must include a request to amend the Comprehensive Plan. The request should include an explanation of how re-designation of land use for the subject property will be in conformance with the City goals and policies stated in the Comprehensive Plan.
- A list of proffers, if desired and a statement signed by the applicant and the owner or their agents which states either
- "Each proffer made in connection with this application for rezoning was made voluntarily and complies with applicable law. Each proffer is reasonably related both in nature and extent to the impacts of the proposed development. No agent of the City has suggested or demanded a proffer that is unreasonable under applicable law." or
 - That the applicant, the owner, or both disagree with the above statement and all the facts and reasons which led to that disagreement.

The Code of Virginia as adopted by the City of Manassas requires all rezoning applications to identify whether or not any portion of or all of the application is proffered. This statement must be on all plans, plats, and application forms. You must select either of the following statements of proffer:

- "I hereby proffer that the development and use of the subject property in this application shall be in substantial accordance with the conditions set forth in this submission, unless an amendment thereto is mutually agreed upon by the City Council and the undersigned," or
- "The conditions set forth in this submission are not to be construed as to be binding on the development of the property subject of this application."

Electronic Files

- CD containing electronic files of all documents included in the submission

REZONING APPLICATION CHECKLIST

Additional Requirements

- Requests for waivers or modifications from the City's Design and Construction Standards Manual (DCSM) must be filed, including filing fee, with the Development Services Division concurrent with the submission of a rezoning application and approved prior to the case being scheduled for public hearing



CITY OF MANASSAS, VIRGINIA

Community Development • 9027 Center Street, Manassas, VA 20110 • 703-257-8223

CASE # _____
(Completed by City Staff)

CONFLICT OF INTEREST AFFIDAVIT

STATE OF _____

_____ of _____, to wit:

Tax Map No. _____

Property Address: _____

I hereby certify that no member of the City Council or the Planning Commission of the City of Manassas, Virginia, has any interest in the above property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as a holder of ten percent (10%) or more of the outstanding shares of stock in or as a director or officer of any corporation, owning such land, directly or indirectly by such member or members of his immediate household.

Name of Representative

Company Name

Telephone

Address

Signature of Representative

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20____.

Notary Public

My Commission expires: _____

ID: _____



CITY OF MANASSAS, VIRGINIA

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CASE # _____
(Completed by City Staff)

SPECIAL/LIMITED POWER OF ATTORNEY

THIS ____ day of _____, 20____, I, _____, the owner of Tax Map Number _____, make, constitute and appoint _____, my true and lawful attorney-in-fact, and in my name, place and stead giving unto said _____ full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for **(circle one) (Special Use Permit), (Rezoning), (Architectural Review Board), (Board of Zoning Appeals)** in connection with the above described real property.

The right, powers and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on _____, 20____, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Community Development of the City of Manassas stating that the terms of this power have been revoked or modified.

Owner's Name (Please Print)

Owner's Signature

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

ID: _____

City of Manassas
FEE SCHEDULE FOR LAND USE APPLICATIONS
 Effective: July 1, 2017

REZONING

<u>Type</u>	<u>Zone</u>	<u>Fee</u>
Agricultural & Residential	A-1, R-1 through R-5	\$500 + \$50 per acre*
Commercial & Industrial	B-1, B-2, B-4, I-1, I-2, & I-A	\$1000 + \$50 per acre*
Planned & City Center Districts	R-6, R-7, B-3, B-3.5, PMD	\$1500 + \$50 per acre*

PROFFER AMENDMENT* 50% of initial rezoning application fee

SPECIAL USE PERMIT

<u>Use</u>	<u>Fee</u>
Any proposed special use in the A-1 and R-1 through R-5 zones except as listed below:	\$500*
Any proposed special use in the B-1, B-2, B-4, I-1, I-2, & I-A zones except as listed below:	\$1000*
Any proposed special use in the R-6, R-7, B-3, B-3.5 and PMD zones except as listed below:	\$1500*
Home Business:	\$200*

SPECIAL USE PERMIT CONDITION AMENDMENT* 50% of initial application fee

ARB CERTIFICATE OF APPROPRIATENESS – NEW BUILDINGS, DEMOLITIONS & APPEALS**	\$500
ARB CERTIFICATE OF APPROPRIATENESS – ADDITIONS & ALTERATIONS	250
ARB CERTIFICATE OF APPROPRIATENESS – SIGNS & PAINTING	100
BZA APPEAL OR VARIANCE**	500
HOME OCCUPATION	25
PLANNING COMMISSION COMPREHENSIVE PLAN	
CONSISTENCY REVIEW**	500
TEMPORARY SIGN PERMIT	50
TEMPORARY SALES OR FOOD TRUCK PERMIT	50
TEMPORARY OUTDOOR EVENT PERMIT	50
ZONING ADMINISTRATOR INTERPRETATION	250
ZONING CERTIFICATION OR VERIFICATION	50

* Applicant will be billed for the cost of the newspaper advertising for the Planning Commission and City Council public hearings.

** Applicant will be billed for the cost of the newspaper advertising for the public hearing(s).

**METES AND BOUNDS DESCRIPTION
PROPERTY
DEED BOOK PAGE or INSTRUMENT #**

City of Manassas, Virginia

Beginning at a point at the intersection of the westerly right-of-way Liberia Avenue, Route 776 (variable width), and the southerly right-of-way line of Quarry Road, Route 669 (variable width), thence with the westerly right-of-way line of Liberia Avenue the following courses and distances.

Along the arc of a circle 2824.97'
in radius curving to the right an arc
distance of 104.88', the chord of
said arc running
S18°22'11"E 104.87' to a point;
S17°18'22"E 163.64' to a point;
S72°41'38"W 20.00' to a point;
S17°18'22"E 50.00' to a point;
N72°41'38"E 20.00' to a point;
S17°18'22"E 877.25' to a point;
Along the arc of a circle 1869.86'
in radius curving to the right an arc
distance of 1040.25', the chord of
said arc running
S01°22'07"E 1026.89' to a point;
S14°34'08"W 140.25" to a point at

the intersection of the westerly right-of-way line of Liberia Avenue, Route 776, and the northerly right-of-way line of Signal Hill Road, Route 689 (30' wide), thence with the northerly right-of-way line of Signal Hill Road the following courses and distances: