



PROCEDURE FOR FILING PETITION FOR ZONING AMENDMENT

City of Salem Department of Planning and Development

Melinda J. Payne, Director
Email: mpayne@salemva.gov

Judy Hough CAP, Executive Secretary CAP
Email: jhough@salemva.gov

Telephone: 540-375-3007

A request to amend the Zoning Ordinance of the City of Salem, Virginia, involving a rezoning of property must be accompanied by the following:

1. A letter to the Executive Secretary of the City of Salem Planning Commission from the property owner(s) of the property proposed for rezoning or representative(s) thereof, which officially requests the rezoning. The letter should include any relevant information pertaining to the property, its proposed use and development, including voluntary proffers and/or conditions the petitioner is proposing relative to the request (see letter below).
2. A filing fee, in accordance with the fee schedule, to cover costs of legal advertisements in newspaper, the posting of signs on property, the mailing of letters to adjacent property owners, and the City staff review.
3. A completed Zoning Amendment Petition (attached).
4. Provide eighteen (18) copies of a certified plat of survey of the property which must include the following information:
 - (a) correct legal description of the property (one copy);
 - (b) present zoning classification of adjacent properties; and
 - (c) All existing and proposed improvements (easements, buildings, etc.) including topographical information, building elevations and other relevant site characteristics.
5. Submit the above information to the Planning and Development Department no later than the 3rd Friday of the month prior to the month the Petitioner wants to appear before the Planning Commission (regularly scheduled Commission meeting of that month).

A zoning amendment or rezoning request is considered and acted upon by the City Planning Commission and the City Council. Planning Commission and City Council separately advertise and schedule a public hearing for each request. A recommendation from Planning Commission is forwarded to City Council. Council renders the final decision.

DEADLINE FOR SUBMISSION: _____

PLANNING COMMISSION HEARING: _____

CITY COUNCIL HEARING: _____

January 1, 2006

TO ALL REZONING APPLICANTS:

A rezoning involves changing the zoning designation of one or more parcels of land. Adjoining property owners are notified, and public hearings are conducted by both the Planning Commission and City Council.

Since rezonings may be controversial in nature, the applicant may be inclined to offer **conditions (proffers)** in order to lessen the impact of the request and to make the request more appealing. Conditions and proffers should be discussed with City staff well in advance of the public hearing by the Planning Commission. These conditions should be presented in writing and included with the complete zoning applications whenever possible. There are times when unforeseen or new conditions may be agreed upon during the Planning Commission hearing. In this situation, new conditions or proffers must be submitted in writing to the Clerk of Council by the close of day Friday following the Planning Commission hearing. Any questions in this regard should be addressed to the Planning and Development Department (540) 375-3007.

Sincerely,

Melinda J. Payne
Director of Planning and Development

MJP;jh

PETITION FOR ZONING AMENDMENT (REZONING)

City of Salem Department of Planning and Development

Melinda J. Payne, Director
Email: mpayne@salemva.gov

Judy Hough, CAP, Executive Secretary CAP
Email: jhough@salemva.gov

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1. Legal Owner(s) of property requested to be rezoned:

2. Location of Property:

Address: _____

Subdivision: _____

Official Tax Map Number: _____

3. Characteristics of Property:

Size (Acreage): _____

Deed Restrictions: _____

Present Use: _____

4. Zoning Classification:

Present Zoning: _____

Proposed Zoning: _____

Land Use Designation: _____

5. Reason(s) for Rezoning Request (Including proposed use):

6. Agent(s) or representative(s) of property owner(s): (Specify interest)

Mailing Address: _____

Telephone Number: _____

7. Affidavit:

A. The undersigned person certifies that this petition and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, Also, the petitioner understands that a "Notice of Zoning Request" sign will be posted on the property by the City.

Signed: _____ Date: _____

Interest in Property: _____

Mailing Address: _____

Telephone Number: _____

CITY OF SALEM, VIRGINIA

**Planning & Development Department
Fee Schedule**

Rezoning	\$700 + \$25/acre > one acre
Special Exception Permit	\$700 + \$25/acre > one acre
Planning Unit Developments (PUD) (a) Review and Approval	\$700 + \$25/acre > one acre
Variances (Board of Zoning Appeals) (a) Variance	\$700
Appeal to Uniform Statewide Building Code	\$250
Site Plan Approval	\$250 + \$25/acre > one acre
Subdivisions	
(a) Minor (5 or less lots)	\$100
(b) Major (6 or more lots or any subdivision involving the creation of public rights of way)	\$220 + \$45/lot
Boundary Line Adjustment or Vacation of Interior Lot Lines	\$75

**Adopted by Resolution #1050 on March 14, 2005
By Salem City Council
Effective March 24, 2005**