

Comprehensive Plan Amendment Application

Montgomery County Planning & GIS Services | 755 Roanoke Street, Suite 2A | Christiansburg, VA

Comprehensive Plan Amendment Process & Policies:

- Applications for amendments to the Comprehensive Plan are accepted and processed twice per year and must be received by 5:00 p.m. on February 28 or August 31.
- The Comprehensive Plan review process may take up to six months.
- Parcels which are currently in the Agricultural and Forestal District program will not be considered until they have been removed from the program.
- Parcels may be amended only to the Comprehensive Plan district level of adjacent or abutting properties.

All Comprehensive Plan Amendment Applications **MUST INCLUDE ALL** of the following:

- Completed application form
- Letter of justification, including specific plan citations:
 1. What you are intending to do with your property.
 2. Why the proposed use is an appropriate use for the property.
 3. How the change in proposed use fits with the land use policies and the subject policies included in the Comprehensive Plan.
- Traffic Impact Study (perVDoT 527 Regulations, when applicable)
- Plat of property or properties
- Map showing property and surrounding parcels
- Preliminary concept planning illustrating owner's intention for the property
- Application Fee \$500 (+ \$20 / acre)
- 10 copies of all application materials

RETURN THE APPLICATION AND SUPPORTING MATERIALS TO:

Montgomery County Planning & GIS Services
755 Roanoke Street, Suite 2A
Christiansburg, VA 24073

If you have questions, please call the Planning & GIS Services office
at 540-394-2148 or email mcplan@montgomerycountyva.gov.

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Montgomery County Planning & GIS Services | 755 Roanoke Street, Suite 2A | Christiansburg, VA 24073
 540-394-2148 | mcplan@montgomerycountyva.gov

Please complete all sections of this application.

APPLICANT INFORMATION:

Property Owner (attach separate page for add'l owners):	Agent:
Address:	Address:
Phone:	Phone:
Cell Phone:	Cell Phone:
Email:	Email:

PROPERTY INFORMATION:

Property Address:	
Tax Map Number:	Parcel ID:
Deed Book:	Page:
Current Comprehensive Plan Designation:	Proposed Comprehensive Plan Designation:
Current Use of Property:	Proposed Use of Property:

APPLICATION ATTACHMENTS:

<ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Letter of justification, including specific plan citations <input type="checkbox"/> Traffic Impact Study (per VDoT 527 Regulations, when applicable) <input type="checkbox"/> Plat of property or properties <input type="checkbox"/> Map showing property and surrounding parcels <input type="checkbox"/> Preliminary concept plan illustrating owner's intention for the property <input type="checkbox"/> Application Fee \$500 (+ \$20 / acre) <input type="checkbox"/> 10 copies of all application materials

I certify that the information supplied on this application and on the attachments provided is complete, accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of Montgomery County and the State of Virginia to enter the above property for the purposes of processing and reviewing the above application.

 Property Owner's Signature (attach separate page for add'l owners)

 Date

 Agent's Signature

 Date

FOR OFFICE USE ONLY:	DATE RECEIVED: _____ FEE PAID: _____ REVIEWED BY: _____	<input type="checkbox"/> APPLICATION COMPLETE <input type="checkbox"/> APPLICATION INCOMPLETE
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