

FRANKLIN COUNTY REQUIREMENTS FOR COMPREHENSIVE PLAN CONFORMANCE REVIEW

Consultation with planning staff is strongly recommended prior to the filing of a Comprehensive Plan conformance review request, identify specific information that may need to be submitted, and discuss procedures. In addition to discussing the proposal with planning staff, it is recommended that the applicant contact neighboring property owners to review the request.

Filing Deadline: Applications must be received by 4:30 P.M. on the deadline date listed on the schedule at the back of this packet in order to be processed and considered for public hearing. Applications must contain specific information, as detailed below and all fees paid by 4:30 P.M. on the advertised deadline date.

APPLICANT MUST SUBMIT A COMPLETE APPLICATION CONSISTING OF APPLICATION, LETTER OF APPLICATION, CONCEPT PLAN, AND ANY OTHER PERTINENT INFORMATION NEEDING TO GO BEFORE THE BOARDS

Application Requirements:

1. **Completed application form**, typed or printed in ink and signed by applicant, including property owner's consent and signature.
2. **Letter of application** stating in general terms:
 - (a) the proposed use of the property,
 - (b) the effect of the changes on the surrounding area,
 - (c) the reason for the request
3. **Concept Plan** for property showing existing site features and any proposed development additions or improvements. See attached information for recommended contents of concept plans for residential, business and industrial district requests.

Payment of Fees:

Planned Developments	\$300.00 + \$5.00 per acre
Residential/Agricultural	\$250.00 + \$5.00 per acre
Commercial & Industrial	\$250.00 + \$5.00 per acre

Posting of the Subject Property prior to Public Hearings:

Franklin County Department of Planning and Community Development will post a “Notice of Public Hearing” sign along any road that is adjacent to the property for which a special use permit is requested. The notice will be posted by the county at least fourteen days prior to the scheduled Planning Commission and the Board of Supervisors public hearings. If no public road abuts the property, then notice signs shall be erected on at least 2 boundaries of the property abutting land not owned by the applicant.

The signs are property of Franklin County and must not be removed by the applicant.

Legal Advertisement Costs:

Each comprehensive plan conformance review request must be legally advertised in a newspaper of general circulation in accordance with established state and local regulations. Franklin County advertises in the Franklin News Post. The Department of Planning and Community Development shall prepare the legal ad and shall send the ad to the newspaper for publication.

The cost of publishing the legal ad is the responsibility of the applicant. The newspaper will send an invoice to the Planning Department and staff will forward the invoice to the applicant. It is important that the invoice be paid upon receipt. Payments should be sent to the Franklin County Planning and Community Development office, all checks should be made out to the Franklin County Treasurer's Office. If the invoice is not paid by the applicant to the Planning Department prior to the date of the scheduled public hearing, the public hearing will be delayed for at least one month or until the cost of the ad is paid.

If an applicant requests that a public hearing be delayed after publication of a legal ad, the applicant shall be responsible for all costs of re-advertisement.

Considerations for Granting Comprehensive Plan Conformance Review:

The Planning Commission and the Board of Supervisors consider the following in reviewing requests for comprehensive plan conformance review:

- The effect of the proposed use on adjacent property
- The effect of the proposed use on the character of the existing zoning district
- The effect of the proposed use on public health, safety, and welfare
- The goals, objectives, and policies in the Comprehensive plan

For Further Information:

Department of Planning and Community Development
1255 Franklin Street, Suite 103
Rocky Mount, Virginia 24151

Phone: (540) 483-3027

Office Hours: Monday thru Friday, 8:00 AM to 4:30 PM

FRANKLIN COUNTY COMPREHENSIVE PLAN CONFORMANCE REVIEW PROCESS

STEP 1 – PRE-APPLICATION MEETING

- Applicant meets with planning staff to discuss request, obtain forms, review process, and identify required materials to appropriately process and review the request. An application for a Comprehensive Plan Conformance review must be filed by the property owner or with the property owner's written consent.

STEP 2 – APPLICATION

- Application: Applicant submits complete application packet to the Department of Planning and Community Development. Application and plans are available for public review.
- Posting of Property: Applicant is provided with sign(s) for posting the property when the application is received. The property must be posted by the applicant in a clearly visible location at least fourteen days before the required public hearings.
- Notification of Property Owners: Planning staff notifies adjoining property owners of the comprehensive plan conformance review request and the date of the public hearing.
- Public Notice/Legal Advertisement: Planning staff prepares required legal advertising and publishes in local newspaper. The application is responsible for the cost of BOTH the Planning Commission Legal ad, as well as the Board of Supervisors legal ad. (Notification of requests and public hearing schedule must appear in a local newspaper two times in two consecutive weeks before each public hearing.)

STEP 3 – STAFF REVIEW

Staff visits site and coordinates application with other County departments, as well as public agencies that may be affected. Staff prepares a written report for the Planning Commission and Board of Supervisors that considers the application and pertinent sections of the Comprehensive Plan.

STEP 4 – PLANNING COMMISSION REVIEW AND RECOMMENDATION

- Planning Commission visits each site prior to the scheduled public hearing.
- The applicant or a designated agent must attend the public hearing.
- Public comment is received at the hearing.
- Planning Commission must make a recommendation to the Board of Supervisors within 60 days of its first meeting date. The recommendation may include conditions on the use of the property to address specific issues of concern. **Any conditions that are proposed by the developer must be submitted to the Planning Office no later than 4:30 pm six (6) days prior to the Board of Supervisors Meeting.**
- After action is taken by the Planning Commission, the request is scheduled for public hearing before the Board of Supervisors. Planning staff immediately prepares legal advertisements and proceeds with newspaper publication. *Please note that any request to withdraw or postpone an application must be requested in writing within two (2) days after the Planning Commission hearing in order to coordinate public notice requirements.*

STEP 5 – BOARD OF SUPERVISORS DECISION

- Planning Commission recommendation is forwarded in writing to the Board of Supervisors
- Applicant or their agent must attend the public hearing
- Board of Supervisors may override the Commission by a majority vote.
- The Board may impose conditions upon any Comprehensive Plan conformance review.
- Comprehensive Plan conformance review is effective immediately after their action by the Board of Supervisors.

FRANKLIN COUNTY
PETITION/APPLICATION FOR COMPREHENSIVE PLAN CONFORMANCE
REVIEW
(Type or Print)

I/We, _____, as Owner(s), Contract Purchasers, or Owner's Authorized Agent of the property described below, hereby apply to the Franklin County Board of Supervisors for a Comprehensive Plan conformance review on the property as described below:

1. Petitioners Name: _____

2. Property Owner's Name: _____

Phone Number: _____

Address: _____
Zip: _____

3. Exact Directions to Property from Rocky Mount: _____

4. Tax Map and Parcel Number: _____

5. Election District: _____

6. Property Information:

A. Size of Property: _____

B. Existing Zoning: _____

C. Existing Land Use: _____

D. Is property located within any of the following overlay zoning districts:

_____Corridor District _____Westlake Overlay District _____Smith Mountain Lake Surface District

E. Is any land submerged under water or part of a lake? Yes No If yes, explain.

7. Proposed Comprehensive Plan conformance review information:

A. Proposed Land Use: _____

B. Size of Proposed Use: _____

C. Other Details of Proposed Use: _____

Checklist for completed items:

- Application Form
- Letter of Application
- Concept Plan
- Application Fee

****I certify that this application for a Comprehensive Plan conformance review and the information submitted herein is correct and accurate. I authorize County staff to access this property for purposes related to the review and processing of this application.**

Petitioner's Name (Print): _____

Signature of Petitioner: _____

Date: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Owner's consent, if petitioner is not property owner:

Owner's Name (Print): _____

Signature of Owner: _____

Date: _____

**CONCEPT PLANS
RESIDENTIAL, BUSINESS, AND INDUSTRIAL DISTRICTS
NECESSARY CONTENTS**

Purpose of a Concept Plan:

A concept plan is necessary for all Comprehensive Plan conformance reviews. The purpose of the concept plan is to provide applicable information on site conditions and a general understanding of the proposed use of a property. Typically, a concept plan contains information on the property such as the property address, parcel boundaries, adjacent roads, natural features (including water courses) and neighboring properties. A concept plan also includes the locations of any proposed buildings, parking, streets, community facilities, buffering or screening, boat docks, signs, and lighting, as well as the proposed densities of development.

Concept Plan versus Site Development Plan:

A concept plan is not the same as a site development plan, which is more detailed to ensure compliance with development regulations and obtain construction permits. A concept plan may be the first step in creating a site development plan. It is important to note that approval of a special use permit with a concept plan does not mean that a site development plan is or will be approved.

Concept Plan Necessary Contents:

- Project title, name of applicant, project engineer/architect/surveyor/planner
- Plan date
- North arrow and graphic scale
- Size of entire parcel and, if applicable, size of portion of parcel requested for rezoning, accompanied by meets and bounds description
- Adjacent streets, railroads, natural features, historic sites, streams or bodies of water, floodplains, and other information that may help describe site conditions
- Locations, dimensions, and heights of all existing structures and those proposed
- Location and dimensions of proposed pedestrian and vehicular access points, driveways, parking areas/spaces and other facilities
- Natural areas or historic sites to be preserved
- Location and description of existing vegetation or any landscaping, screening or buffering proposed within the lot or along the perimeter of the development
- Location of proposed signs, including type, size and height
- Lighting information, if applicable
- Building elevations or renderings of the proposed development, if available

- Accessory use information such as the location of storage yards, recreation spaces, refuse collection areas, septic drain fields, wells, or water tank locations, etc.
- Number, type, and size of dwellings proposed, and the residential density per acre
- Number and square footage of retail and office uses proposed
- Location, size and type of recreational amenities, parking facilities, and utility information
- Other items that may be recommended by staff
- **Recommended plan size 8.5" x 11" minimum or 11" x 17" maximum. The plan must be legible.**

NOTE: IF YOU ARE PLANNING A PRESENTATION AT THE PUBLIC HEARINGS FOR THE PLANNING COMMISSION AND BOARD OF SUPERVISORS, PLEASE BRING THE PRESENTATION ON A FLASH DRIVE, OR EMAIL TO PLANNING STAFF AT LEAST ONE (1) DAY BEFORE THE SCHEDULED HEARING.