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# Rezoning Process

## Land Development Brochure



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## **Rezoning Process**

### ***What is a rezoning?***

A rezoning is a change in the zoning district designation for a property, which regulates allowable land uses. The rezoning process exists to allow people to apply to the Board of Supervisors to change the zoning district designation of their property to another zoning classification.

Any property owner in Pittsylvania County may request to rezone their property. If you are thinking of requesting a rezoning of your property, you should speak with the zoning staff and give them some information. You will be advised of the process, the materials you will be required to submit and the fee involved, the basis upon which your request will be evaluated, and answer any questions you may have. Then the staff will make you an appointment to discuss your request with the Zoning Administrator, at which time will discuss the process with you, you will sign the papers, pay the fee, and answer any questions you may have.

The applicant may voluntarily proffer, in writing, reasonable conditions prior to the public hearing. The rezoning itself should give rise to the conditions and the conditions should have a reasonable relation to the rezoning. All conditions should be in conformity with the Comprehensive Plan.

### ***How do I apply for a rezoning?***

Apply at the Zoning Office or the following information should be submitted:

- If recent conveyance or subdivision, a copy of the recorded deed and or plat.
- A letter of application stating in general terms: the change of zoning, the reason for the rezoning.
- A site development plan/concept plan, discretion of the Zoning Administrator.
- Legal Forms, including Petition and Proffer of Conditions (if any). All forms must be typed, and if done outside the zoning office, all forms must be notarized.
- A list of all adjacent property owners, their addresses and parcel numbers.
- Other information requested by the Zoning Administrator

***What is the fee for the rezoning?***

- \$ A fee of \$300 is required with the application for a rezoning or a fee of \$300 for a minor amendment to a previous rezoning, **plus**
- \$ The cost of certified postage for notifying each adjacent property owner. A fee of \$5.00 per sign prepared is also charged.

***What is the rezoning process?***

1. A pre-submission conference between the applicant and the Zoning staff and then with the Zoning Administrator is recommended to discuss the proposal.
2. Applicant submits application and other materials by the deadline (the first Thursday of each month). Posts the property with sign provided by the Zoning Office.
3. The Zoning staff sends letters announcing the request to adjacent property owners and to the property owner.
4. The Zoning staff prepares a press for the County newspaper and a packet for the Planning Commission and Board of Supervisors to review.
5. Planning Commission reviews the application and holds a public hearing and makes a recommendation to the Board of Supervisors.
6. The Board of Supervisors reviews the application and the Planning Commission's recommendation and holds a public hearing and makes a final decision on the rezoning.

***How long is a rezoning valid?***

Once the Board of Supervisors approves the rezoning, it is valid until the next time it is changed by the Board of Supervisors. A rezoning runs with the property, not the owner, thus remains valid even after changes in property ownership.

***How long does a rezoning process take?***

The typical process takes approximately two months from submission of the application to the Zoning Staff. Although the Board of Supervisors may defer action or return an application to the Planning Commission to resolve issues.

**For more information contact:**

**Pittsylvania County  
Community Development Office  
53 North Main Street  
Chatham, VA 24531  
(434) 432-1771**

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