

Community Planning  
and Building Department  
Planning Services Division



City of Fredericksburg  
715 Princess Anne Street  
P.O. Box 7447  
Fredericksburg, VA 22404-7447  
Telephone: 540 372-1179  
Fax: 540 372-6412

## **PRE-APPLICATION CONFERENCE APPLICATION**

DATE: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ZONING OF PROPERTY: \_\_\_\_\_ GPIN #: \_\_\_\_\_

PREVIOUS USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

PLEASE DESCRIBE THE PURPOSE FOR ATTENDING THE PRE-APPLICATION CONFERENCE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE PLAN, PLAT, OR TAX MAP ATTACHED

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

DATE RECEIVED: \_\_\_\_\_ DATE OF MEETING \_\_\_\_\_

If you have questions, please contact Marne Sherman in Planning Services Division at (540) 372-1179 or Debby Hall in Building Services Division at (540) 372-1080.

For Office Use :

CHECK IF APPLICABLE:

- SITE PLAN SUBMITTAL
- SPECIAL USE PERMIT REQUIRED
- REZONING REQUIRED

- PLAT/SUBDIVISION SUBMITTAL
- SPECIAL EXCEPTION REQUIRED
- OTHER

NO FEE REQUIRED

A pre-application conference is a meeting between key City staff and an applicant (or applicant’s representative) for the purposes of discussing a potential development application prior to submittal. The conference is intended to familiarize applicants with the City’s review procedures and City staff with the applicant’s proposal. **Pre-application conferences are mandatory before filing the following types of development applications** (and voluntary for all others):

- Zoning Map amendments (with or without proffers)
- Special use permits
- Special exceptions
- Subdivisions
- Site plans
- Changes of use (unless exempted by the Zoning Administrator or Certified Building Official)

During the pre-application conference, City staff will explain the relevant development review procedures(s), the associated review schedule, required application fees, application submittal requirements, and any applicable City policies.

Applicants are reminded that the pre-application conference is a preliminary meeting. Comments made during a pre-application conference do not constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal. City staff cannot guarantee all relevant issues will be discussed or that initial staff comments will reflect the ultimate staff recommendation. The more detailed the information brought to the meeting, the more thorough and specific the response from City staff. In general, the amount of detail on a pre-application conference differs by the type of submittal.

<b>Pre-Application Conference SUBMISSION DEADLINE</b>	<b>TRC Pre-Application Conference (2nd Thursday)</b>	<b>Pre-Application Conference SUBMISSION DEADLINE</b>	<b>TRC Pre-Application Conference (4th Thursday)</b>
November 23, 2015	December 10, 2015	December 10, 2015	December 17, 2015
December 31, 2015	January 14, 2016	January 14, 2016	January 28, 2016
January 28, 2016	February 11, 2016	February 11, 2016	February 25, 2016
February 25, 2016	March 10, 2016	March 10, 2016	March 24, 2016
March 31, 2016	April 14, 2016	April 14, 2016	April 28, 2016
April 28, 2016	May 12, 2016	May 12, 2016	May 26, 2016
May 26, 2016	June 9, 2016	June 9, 2016	June 23, 2016
June 30, 2016	July 14, 2016	July 14, 2016	July 28, 2016
July 28, 2016	August 11, 2016	August 11, 2016	August 25, 2016
August 25, 2016	September 8, 2016	September 8, 2016	September 22, 2016
September 29, 2016	October 13, 2016	October 13, 2016	October 27, 2016
October 27, 2016	November 10, 2016	November 3, 2016	November 17, 2016
November 22, 2016	December 8, 2016	December 8, 2016	December 22, 2016
December 29, 2016	January 12, 2017	January 12, 2017	January 26, 2017
<i>Dates in italics have been moved to the 3rd Thursday due to a holiday</i>			