

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
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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.

Pre-Application Conference SUBMISSION DEADLINE	TRC Pre-Application Conference (2nd Thursday)	Pre-Application Conference SUBMISSION DEADLINE	TRC Pre-Application Conference (4th Thursday)
December 22, 2014	January 8, 2015	January 8, 2015	January 22, 2015
January 29, 2015	February 12, 2015	February 12, 2015	February 26, 2015
February 26, 2015	March 12, 2015	March 12, 2015	March 26, 2015
March 26, 2015	April 9, 2015	April 9, 2015	April 23, 2015
April 30, 2015	May 14, 2015	May 14, 2015	May 28, 2015
May 28, 2015	June 11, 2015	June 11, 2015	June 25, 2015
June 25, 2015	July 9, 2015	July 9, 2015	July 23, 2015
July 23, 2015	August 13, 2015	August 13, 2015	August 27, 2015
August 27, 2015	September 10, 2015	September 10, 2015	September 24, 2015
September 24, 2015	October 8, 2015	October 8, 2015	October 22, 2015
October 29, 2015	November 12, 2015	November 12, 2015	<i>November 19, 2015</i>
November 23, 2015	December 10, 2015	December 10, 2015	<i>December 17, 2015</i>
December 31, 2015	January 14, 2016	January 14, 2016	January 28, 2016
<i>Dates in italics have been moved to the 3rd Thursday due to a holiday.</i>			