



Community Planning and Building Department
Planning Services Division
601 Caroline Street, Suite 400
(540) 372-1179
Email: planning@fredericksburgva.gov

PRE-APPLICATION CONFERENCE APPLICATION

DATE: _____

LOCATION OF PROPERTY: _____

APPLICANT NAME & COMPANY: _____

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 (mesherman@fredericksburgva.gov) or the Planning Services Division at planning@fredericksburgva.gov or (540) 372-1179.

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
- 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.

2023 Schedule - Technical Review Committee - Pre-Application Conference

Pre-Application Conference Submission Deadline	TRC Pre-Application Conference (2nd Thursday)	Pre-Application Conference Submission Deadline	TRC Pre-Application Conference (4th Thursday)
December 29, 2022	January 12, 2023	January 12, 2023	January 26, 2023
January 26, 2023	February 9, 2023	February 9, 2023	February 23, 2023
February 23, 2023	March 9, 2023	March 9, 2023	March 23, 2023
March 30, 2023	April 13, 2023	April 13, 2023	April 27, 2023
April 27, 2023	May 11, 2023	May 11, 2023	May 25, 2023
May 25, 2023	June 8, 2023	June 8, 2023	June 22, 2023
June 29, 2023	July 13, 2023	July 13, 2023	July 27, 2023
July 27, 2023	August 10, 2023	August 10, 2023	August 24, 2023
August 31, 2023	September 14, 2023	September 14, 2023	September 28, 2023
September 28, 2023	October 12, 2023	October 12, 2023	October 26, 2023
October 26, 2023	November 9, 2023	<i>November 2, 2023</i>	<i>November 16, 2023</i>
November 30, 2023	December 14, 2023	<i>No Second Meeting</i>	<i>No Second Meeting</i>
December 28, 2023	January 11, 2024	January 11, 2024	January 25, 2024

Dates in italics have been adjusted due to a holiday.

Applications that are required to be submitted for preliminary technical review in accordance with this schedule:

Zoning Map Amendments, Special Use Permits, and Special Exceptions.

Pre-application review is also strongly encouraged prior to the submittal of the following applications:

Preliminary Subdivision Plats, Grading Plans, and Major Site Plans.