

CONDITIONAL USE PERMIT

APPLICATION



AUGUST 2019

Stafford County Department of Planning & Zoning

1300 Courthouse Road
P.O. Box 339
Stafford, VA 22555-0339

Phone: 540-658-8668
Fax: 540-658-6824

www.staffordcountyva.gov

NOTICE

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.

Background and Process Information

Conditional uses are uses which are generally compatible with the other land uses permitted in the zoning district but require individual review for their intensity, location, design and configuration. Conditions are imposed by the County in order to ensure the appropriateness of the use at a particular location.

Conditional Use Permits may be approved upon a finding by the Board of Supervisors that the use will not be detrimental to the character and development of the adjacent land and will be in harmony with the purpose and intent of the zoning ordinance. Applications for conditional use permits must be submitted to the Department of Planning & Zoning.

Each application for a Conditional Use Permit is forwarded to the Planning Commission for consideration. The Planning Commission will hold a public hearing on the application.

The applicant is required to attend this public hearing. After the public hearing, the Planning Commission forwards a recommendation to the Board of Supervisors.

The Board of Supervisors will hold a public hearing on the application. The applicant is required to attend the public hearing. The Board may approved or deny the request for a permit. Should the Board approve the permit, they may designate conditions which, in its opinion, will mitigate the impacts of the requested conditional use.

Conditions may be established to:

1. Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.
2. Provide for adequate parking, ingress and egress to public streets and roads.
3. Provide adjoining property with buffers or screening to mitigate visual and/or noise impacts.
4. Establish setback, side or rear yard requirements necessary for orderly expansion and to prevent traffic congestion.

Amendments to Approved Conditional Use Permit Conditions:

Any previous approved conditional use permit may be revised by the Board of Supervisors following a public hearing. Minor Amendments shall be allowed subject to the following requirements:

1. No more than two permit conditions can be changed at the time of request
2. Changes do not materially affect site layout

Conditional Use Permit Amendments are subject to the standard Conditional Use Permit fees. Minor Amendments are subject to the Minor Amendment fees in Section 2 of the Application Review Fees Calculation.

Conditional Use Permit Application Instructions

1. The applicant must meet with a Planner prior to submitting an application. A preliminary conference regarding the application may be scheduled with a Planner.
2. Fill-out, sign and date the application form. If the applicant is not the property owner, attach a notarized letter of consent from the property owner authorizing the applicant to act as the owner's agent for the application.
3. The applicant must provide three copies of a boundary survey and a metes and bounds description of the land for which the Conditional Use Permit would apply.
4. The applicant must provide the names and addresses of all adjacent property owners, including those immediately across the road(s) from the property. This list is used for the notification to the adjacent owners of the public hearing.
5. The applicant must provide a General Development Plan (GDP) drawn to standards in Article 13 of the Zoning Ordinance.
6. If available, it is recommended that the applicant(s) include architectural renderings that show building materials, building heights, site design amenities, etc. Staff may ask this to be submitted by the applicant(s) on a case-by-case-basis.
7. The applicant must submit impact statements with the application. Impact studies must address traffic volumes, public utility capacities, noise, dust and smoke emissions. A Transportation Impact Analysis (TIA) is required for all projects that meet the following criteria:
 - generate 150 or more vehicle trips per day above the existing use, and
 - the site would meet the VDOT requirements for TIAs under 24 VAC 30-155 or Stafford County Rezoning TIA requirements.Proffers or conditions which limit the vehicle trips per day may be taken into consideration when calculating the maximum development. The TIA shall be developed in accordance with the guidelines established in 24 VAC 30-155.
8. Applications are due the third Friday of any month. Public hearings are required by the Planning Commission and Board of Supervisors. Public hearing dates will be determined based on application filing date, date application is deemed complete, and available meeting dates.

Application Submittal Checklist

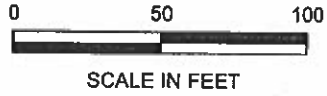
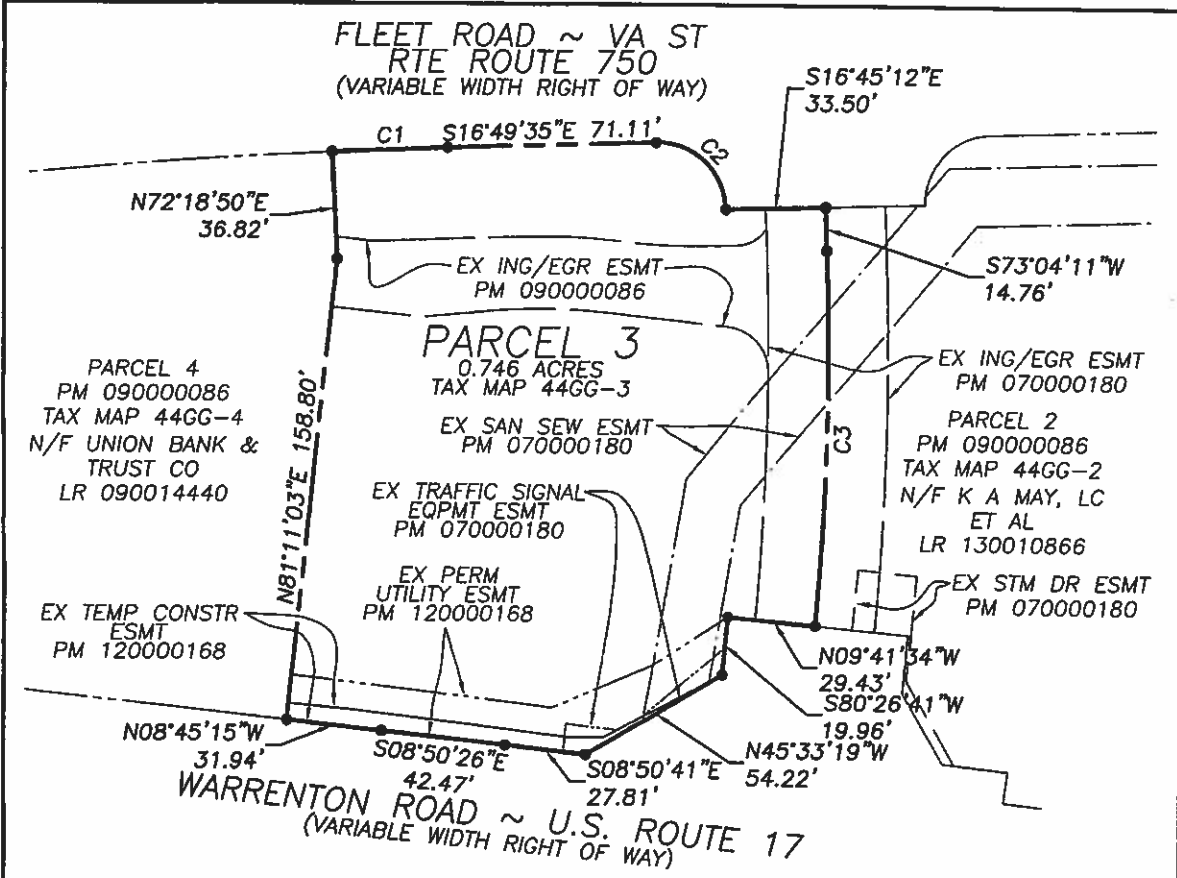
-
- Completed **"Project Information & Primary Contacts"** form (Page 7)
 - Signed **"Statements of Understanding"** from the owner(s) and applicant (Page 8)
 - Signed and Notarized **Owner's Consent Statement** (if applicant/agent is not the owner)
 - Completed **"General Information"** sheet (Page 9)
 - Completed **"Review Fee Calculation"** sheet and appropriate Fees payable to "County of Stafford" (Page 10)
 - Completed **"List of Adjoining Property Owners"** (Pages 12 & 13)
 - Completed **"Application Affidavit"** (Pages 14 – 17)
 - Completed **"Checklist for Generalized Development Plans"** (Pages 18 & 19)
 - ? Completed **"Transportation Impact Analysis Determination Form"** (Page 20)
 - Proof that **Real Estate Taxes** have been paid
 - Complete **Legal Description** of the area to be reclassified (Acreage must match Boundary Survey Plat)
 - Completed **Impact Statement**
 - N/A ? Completed **Transportation Impact Analysis (TIA)**, if required (Five (5) paper copies with electronic copies or ftp site)

PLATS AND PLANS

- Boundary Survey Plat** of area subject to rezoning (with 3 copies at 8½" x 11" size)
- Generalized Development Plan** (12 full-size copies at 24"x 36" size)

* See **"Checklist for Generalized Development Plans"** (Pages 18 & 19)

<p>RECEIVED</p> <p>DATE: _____ INITIALS _____</p>	<p style="text-align: center;">OFFICIALLY SUBMITTED</p> <p style="text-align: center;">DATE: _____ INITIALS _____</p>
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CURVE DATA						
CURVE	ARC	RADIUS	DELTA	TANGENT	CH BEARING	CHORD
C1	38.80'	2242.00'	0°59'30"	19.40'	S17°19'20"E	38.80'
C2	36.87'	23.50'	89°53'45"	23.46'	S28°07'18"W	33.20'
C3	128.52'	1000.00'	7°21'49"	64.35'	S76°45'05"W	128.43'

- NOTES**
1. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL OR ANY ENCUMBRANCES ON THE PROPERTY.
 2. BASED UPON GRAPHIC PLOTTING ONLY, THE PROPERTY DELINEATED ON THIS PLAT DOES NOT APPEAR TO LIE WITHIN A FEMA IDENTIFIED 'SPECIAL FLOOD HAZARD AREA' AS PER FLOOD INSURANCE RATE MAP FOR STAFFORD, VIRGINIA, COMMUNITY PANEL NUMBER 5101540182E DATED EFFECTIVE 02-04-05. THE PROPERTY IS LOCATED WITHIN ZONE 'X', 'AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN' AS DEFINED THEREIN.
 3. SOURCE OF MERIDIAN: PM 090000086.
 4. THIS PLAT HAS BEEN PREPARED FROM DEEDS AND PLATS OF RECORD. NO FIELD OR BOUNDARY SURVEY PERFORMED BY FAIRBANKS & FRANKLIN.
 5. PRESENT OWNER: BEREA MARKET, LLC ~ LR 070015798.

 Fairbanks & Franklin Civil Engineering Land Planning 1005 Mahone Street Fredericksburg, VA 22401 (540) 899-3700	EXHIBIT PLAT SHOWING PARCEL 3 OF THE SUBDIVISION OF THE LANDS OF BEREA MARKET, LLC LR 070015798 FALMOUTH-HARTWOOD MAGISTERIAL DISTRICT STAFFORD COUNTY, VIRGINIA		
	DATE: JUNE 15, 2017	REVISED/RECERTIFIED:	
	DRAWN : WEF CHECKED : WEF		
	SUBDIVISION/PLAT RECORDING REFERENCE: PM 090000086		
1-1176 Berea Market Pl 3 Exhibit Plat 061617.dwg			

Optional Application Materials

Although not required, the following additional materials are requested to be included with the initial application submission, if available. These items are often requested during the review process. Providing the information in advance can assist in accelerating the review:

1. Site Illustrations or Building Elevations
2. Electronic Version of generalized development plans, boundary survey, and any illustrations (a pdf on a CD, DVD, sent via email, or through ftp site is acceptable)

Project Information & Primary Contacts

<u>PROJECT INFORMATION</u>	<u>PROJECT #</u> _____
PROJECT NAME <u>"Take 5" - oil change service facility</u>	SECTION <u>0.75</u>
ADDRESS (IF AVAILABLE) <u>NW corner of Rte 17/Warrenton Rd & Stafford Lakes Pkwy.</u>	TOTAL SITE ACREAGE <u>0.75</u>
TAX MAP/PARCEL(S) <u>TM 44 GG-3</u>	ZONING DISTRICT <u>B-1 (requesting B-2 rezoning)</u>
LOCATION OF PROJECT <u>see address description above (project to be developed on 0.75 acre parcel beside Atlantic Union Bank).</u>	

<u>APPLICANT/AGENT</u> (Provide attachment if Applicant and Agent differ)	Primary Contact Person <input type="checkbox"/>
NAME <u>Berea Market, LLC</u>	<u>B. Judson Honcker Jr./Jervis Hairston</u>
ADDRESS <u>1201 Central Park Blvd. Fredericksburg</u>	COMPANY <u>VA. 22401</u>
PHONE NUMBER <u>540-786-1405</u>	STATE <u>VA.</u>
FAX NUMBER	ZIP <u>22401</u>
	EMAIL ADDRESS <u>jhairston@silverco.com</u>

<u>OWNER</u> (Provide attachments if multiple owners)	Primary Contact Person <input type="checkbox"/>
NAME <u>B. Judson Honcker, Jr.</u>	<u>Berea Market, LLC</u>
ADDRESS <u>same as above</u>	COMPANY
PHONE NUMBER	STATE
FAX NUMBER	ZIP
	EMAIL ADDRESS

<u>PROFESSIONAL</u> (Engineer, Surveyor, etc.)	Primary Contact Person <input checked="" type="checkbox"/>
NAME <u>Kimley Horn and Associates, Inc</u>	<u>David Ellington, P.E.</u>
ADDRESS <u>1700 Willow Lawn Dr. Ste. 200 Richmond</u>	COMPANY <u>VA. 23230</u>
PHONE NUMBER <u>804-673-3882</u>	STATE <u>VA.</u>
FAX NUMBER	ZIP <u>23230</u>
	EMAIL ADDRESS <u>David.Ellington@Kimley-Horn.com</u>

General Information

Clearly indicate all information that applies to this project:

DETAILED DESCRIPTION OF PROJECT

To build and operate an oil change service facility (Take-5) on the 0.75 acre (currently vacant) parcel located on the northwest corner of Rte 17/Warrenton Road and Stafford Lakes Pkwy between the in-line existing 7-11 convenience store and Atlantic Union Bank.

INFORMATION FOR FEE CALCULATIONS

0.75 # of Acres

Type of Conditional Use Permit:

- Standard Conditional Use Permit (including amendments) *(submitted simultaneously with a B-1 to B-2 rezoning of subject parcel).*
- Minor Conditional Use Permit Amendment *
- Minor Conditional Use Permit Amendment (submitted simultaneously with a Minor Proffer Amendment Application) *

* See Background Information on page 3 to determine if the request qualifies as a minor amendment.

INFORMATIONAL

Previous Resolution # _____

Zoning District _____

Proposed Use(s) _____

Review Fee Calculations

The County review fee calculations are divided into two sections. Each section is based on a different type of application. Determine the application fee by filling out the one section that applies.

Section I. Standard Conditional Use Permit:

A. Base Fee: (Required)	\$	<u>9,750.00</u>	✓
B. General Fee: (If greater than 5 acres)			
(_____ Acres - 5) X \$125	\$	_____	
C. Fire & Rescue Review Fee (required).....	\$	<u>95.00</u>	✓
D. Utilities Department Review Fee (required).....	\$	<u>95.00</u>	✓
E. Public Works Review Fee (required).....	\$	<u>120.00</u>	✓
F. Traffic Impact Analysis Review Fee: (If TIA required)			
Volume <1,000 VPD	\$	<u>200.00</u>	✓
Volume >1,000 VPD	\$	<u>200.00</u>	
G. Adjacent Property Notification (required):			
(<u>6</u> Adjacent properties) X \$6.48	\$	<u>38.88</u>	
Sub-total (Add appropriate amounts from lines A thru G above).....	\$	_____	
H. Technology Fee (sub-total x 2.75% or 0.0275).....	\$	<u>283.22</u>	
TOTAL (Sub-total + H. Technology Fee)	\$	<u>10,582.10</u>	✓

Section II. Minor Conditional Use Permit Amendment:

A. General Fee:	\$	<u>6,190.00</u>	
B. Adjacent Property Notification (required):			
(_____ Adjacent properties) X \$6.48	\$	_____	
Sub-total (Add lines A and B)	\$	_____	
C. Technology Fee (sub-total x 2.75% or 0.0275).....	\$	_____	
TOTAL (Sub-total + C. Technology Fee)	\$	_____	

Section III. Minor Conditional Use Permit Amendment (when submitted simultaneously with a Minor Proffer Amendment Application):

A. General Fee:	\$ <u>3,095.00</u>
B. Adjacent Property Notification (required): (_____ Adjacent properties) X \$6.48	\$ _____
Sub-total (Add lines A and B)	\$ _____
C. Technology Fee (sub-total x 2.75% or 0.0275).....	\$ _____
TOTAL (Sub-total + C. Technology Fee).....	\$ _____

MAKE CHECK PAYABLE TO "STAFFORD COUNTY"

- If an application is withdrawn prior to the first public hearing, fifty (50) percent of the amount of the application fee may be refunded to the applicant.
- If an application is withdrawn after the first public hearing, the application fee is non-refundable.

Subject Site: Berea Market, LLC
~ 0.75 acres. 44GG3
1040 Warrenton Rd
F'burg VA. 22406

List of Adjoining Property Owners

The applicant is required to provide a list of the owners as shown on the current real estate tax assessment books of all abutting properties and properties immediately across the street or road from the property to be rezoned or issued a Conditional Use Permit. If the application requests a rezoning of only a portion of the parcel or a Conditional Use Permit on only a portion of the parcel, the entire parcel must be the basis for the below listing.

Provide additional pages if needed.

44GG4	Union Bank & Trust Company	
TAX MAP / PARCEL	NAME	4355 Innslake Dr. Ste. 325
1044 Warrenton Rd.		Glen Allen, VA. 23060-9803
MAILING ADDRESS		
7'burg VA 22406		
CITY	STATE	ZIP

44GG2	May KA, LC & et als	
TAX MAP / PARCEL	NAME	40 West Washington St. 101
1036 Warrenton Rd.		Harrisonburg VA. 22802-2428
MAILING ADDRESS		
7'burg VA. 22406		
CITY	STATE	ZIP

44-70	Beverley & Don Davis, LLC	
TAX MAP / PARCEL	NAME	11510 Baldy Ewell Way
74 Fleet Rd		Spotsylvania, VA. 22551-4681
MAILING ADDRESS		
7'burg, VA. 22406		
CITY	STATE	ZIP

(Vacant Lot)

44-71 *Since 44-70*
TAX MAP / PARCEL Beverly & Don Davis, LLC
NAME 11510 Baldy Ewell Way
MAILING ADDRESS Spotsylvania, VA. 22551-4681
CITY STATE ZIP

21 ac
A-1

44R-5A Theater Square, L.C.
TAX MAP / PARCEL NAME 9400 Charter Crossing Dr. Ste. B
MAILING ADDRESS 10 Stafford Lakes Pkwy, 100
Mechanicsville, VA. 23116-5190
F'burg, VA. 22406
CITY STATE ZIP

44-49A Geico Government Employees Insurance Co.
TAX MAP / PARCEL NAME 5260 Western Ave.
MAILING ADDRESS 1 Geico Blvd. Chevy Chase, MD. 20815-3701
F'burg VA. 22406
CITY STATE ZIP

TAX MAP / PARCEL NAME
MAILING ADDRESS
CITY STATE ZIP

Application Affidavit

This form to be filed with:

**STAFFORD COUNTY
BOARD OF SUPERVISORS**

**1300 COURTHOUSE ROAD
STAFFORD, VIRGINIA 22555**

Internal Use Only
Project Name: _____
A/P #: _____
Date: _____

All applicants for a special exception, a special use permit, conditional use permit, amendment to the zoning ordinance or variance shall make complete disclosure of the equitable ownership of the real estate involved in the application, including in the case of corporate ownership, limited liability company ownership or similar business ownership, the name of stockholders, officers, managing partners, general partners, owners and members, and in any case the names and addresses of all of the real parties in interest. The requirement of listing names of stockholders, officers and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders. In the event the ownership of the involved real estate changes in any respect during the time the application is pending, the applicant shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein. If the applicant is a contract purchaser, the ownership information required herein shall be provided for the contract purchaser in addition to the owner of the real estate involved in the application. This section applies to applications before the board of supervisors, planning commission and board of zoning appeals.

See Section 15.2-2289 for State Enabling Authority

1. Applicant information

Name of Applicant
Name of Company

B. Judson Henaker, Jr.

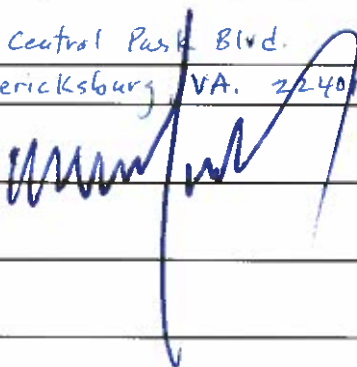
(Applicant is Owner)

Berea Market, LLC

Applicant Address

*1201 Central Park Blvd.
Fredericksburg VA. 22401*

Applicant's Signature



1-21-19

Name of Agent

Address of Agent

2. Type of Application

Conditional Use Permit

Variance

Rezoning

Special Exception

Application Affidavit

Page 2

Applicant: Berea Market, LLC

Project Name:	_____
A/P #:	_____
Date:	_____

3. Property Information

Assessor's Parcel(s) TM 4467-3

Address NW corner of Rte 17/Warrenton Rd and Stafford Lakes Pkwy.

4. Unless the equitable ownership is a corporation, limited liability company or similar business ownership, list all equitable owners of the property.

<u>Name of owners</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

5. If the equitable ownership of the property is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, share holders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 shareholders.

<u>Name of Members</u>	<u>Address</u>
<u>SH Partners, LLC</u>	_____
<u>Sheloby Investments, LLC</u>	_____
_____	_____
_____	_____
_____	_____

(managed by
SH Advisors, Inc.)

6. Unless the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all individuals involved with the purchase of the property.

<u>Name of Members</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Application Affidavit

Page 3

Applicant: _____

Project Name:	_____
A/P #:	_____
Date:	_____

7. If the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, share holders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 share holders

Name of Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Have all individuals listed on this affidavit been notified of the purpose of the application?

Yes No

9. If #8 is No, list all individuals who have not been notified about this application plus submit the cost required for the Department of Planning and Zoning or Code Administration to send certified letters notifying those listed below of this application prior to the public hearing.

<u>Name</u>	<u>Address, including zip code, no P.O. Box please</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of owners to be notified: _____ X
Cost for certified letters \$ _____ (cost as of the day of submittal)
Total due: \$ _____ (Make checks payable to County of Stafford)

Please submit a check in the amount due with this application to cover the cost of serving the individuals listed in this section.

Application Affidavit

Page 4

Applicant: _____

Project Name:	_____
A/P #:	_____
Date:	_____

10. Affirmation & Witness

I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information and belief. In the event the ownership of the involved real estate changes during the time the application is pending, I shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein.

Printed name of Signer B. Judson Honaker, Jr.

Corporate Office of Signer _____

Signature _____
[Handwritten Signature]

Date 1-19-21

COMMONWEALTH OF VIRGINIA
COUNTY OF STAFFORD, to wit:

The forgoing affidavit was acknowledged before me this 19 day of January 2021 by B. Judson Honaker, Jr. owner/applicant.

My commission expires: 4/30/2023

Laurie Simmerman
Notary Public



Checklist for Generalized Development Plans (GDP)

In accordance with Section 28-224 of the Stafford County Code, when a GDP involves engineering, architecture, urban land use planning or design, landscape architecture, or surveying, such work shall be performed by persons qualified and authorized to perform such professional work, in accordance with applicable provisions of the Code of Virginia.

N/A COMPLETE

- | | | |
|--|---|--|
| <input type="checkbox"/>
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<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> | <p>GDP</p> <p>Sec 28-225(1)
 Date of drawing,
 true north arrow,
 scale,
 legend for all symbols used,
 name of the applicant,
 name of the owner,
 name of the development,
 person preparing the drawing,
 match lines if applicable;</p> <p>Sec 28-225(2)
 Boundaries of the area covered by the application,
 vicinity map showing the general location of the proposed development,
 major roads and existing subdivisions at a scale of one inch equals two
 thousand (2,000) feet;</p> <p>Sec 28-225(3)
 Approximate locations and identification of any easements and rights-of-
 way on or abutting the site;</p> <p>Sec 28-225(4)
 Approximate location of each existing and proposed structure on the site
 the number of stories,
 height,
 roof line,
 gross floor areas and
 location of building entrances and exits;</p> <p>Sec 28-225(5)
 Identification and location of uses and structures on all abutting
 properties;</p> <p>Sec 28-225(6)
 Approximate location of all existing and proposed parking and loading
 areas,
 outdoor trash storage,
 lighting facilities, and
 pedestrian walkways;</p> <p>Sec 28-225(7)
 Approximate location, height and type of each existing and proposed
 wall, fence, and other types of screening;</p> |
|--|---|--|

Checklist for Generalized Development Plans (continued)

N/A	COMPLETE	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sec 28-225(8) Approximate location and description of all proposed landscaping;
<input type="checkbox"/>	<input type="checkbox"/>	Sec 28-225(9) Approximate location, height and dimensions of all proposed signage on site;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sec 28-225(10) Approximate location of all existing drainage ways, floodplains and wetlands on site;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sec 28-225(11) Approximate location of all common open space, recreational areas and bufferyards;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sec 28-225(12) Where the site abuts any tidal water body or impoundments, the approximate high water line, low water line, top of bank and toe of slope;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sec 28-225(13) Approximate location and identification of all significant natural or noteworthy features including, but not limited to, historic and archeological sites, cemeteries, existing trees with a trunk diameter greater than six (6) inches DBH

Waiver of GDP Requirements

In accordance with Section 28-223 of the Stafford County Code, the Director of Planning and Zoning may waive the requirement for the submission of a GDP if the application meets one of the following standards:

- (1) There will be less than two thousand five hundred (2,500) square feet of total land disturbance on lots or parcels of less than ten thousand (10,000) square feet.
- (2) For single-family dwellings intended for the occupancy of the applicant and where there will be less than five thousand (5,000) square feet of land disturbance.
- (3) For specific items of information when, in the opinion of the director of planning, their application to the subject property does not serve the purpose and intent of this article.

A request for a waiver shall be made in writing to the Director of Planning and Zoning identifying the sections in which you are requesting a waiver and the reason for the request.

**CONDITIONAL USE PERMIT
TRANSPORTATION IMPACT
ANALYSIS DETERMINATION**

Name of development _____
Type of development _____
Parcel # _____

RECEIVED BUT NOT OFFICIALLY SUBMITTED DATE: _____ INITIALS _____ OFFICIALLY SUBMITTED DATE: _____ INITIALS _____

Traffic Volume Calculations

This site generates:

- _____ VPH (insert the highest VPH)
- _____ VPD on state controlled highways (insert highest volume).
- _____ Peak AM (VPH)
- _____ Peak PM (VPH)
- _____ Peak Saturday (VPH)
- _____ VPD highest intensity*

Attach a page showing the calculations and the ITE trip generation codes to this form.

Minimum Thresholds to submit a TIA

N/A ?

Any proposal that generates 150 or more vehicle trips per day above the existing use, and the site meets the VDOT requirements for TIAs under 24 VAC 30-155 or Stafford County Rezoning TIA requirements. See "VDOT Traffic Impact Analysis Requirements" table on next page.

Trip Generation Calculation Guidelines

- Traffic volumes shall be based on the rates or equations published in the latest edition of the Institute of Transportation Engineers Trip Generation.
- If a site has multiple entrances to highways, volumes on all entrances shall be combined for the purposes of this determination.
- If the site does not have direct access to a state maintained road, the site's connection is where the site connects to the state highway system.
- Traffic volumes shall NOT be reduced through internal capture rates, pass by rates, or any other reduction methods.
- For redevelopment sites only: when the existing use is to be developed at a higher intensity, trips currently generated by the existing development that will be removed may be deducted from the total trips that will be generated by the proposed land use.
- When rezoning, use the highest possible traffic generating use unless development is limited by proffer to less than the possible highest traffic generation.

For development proposals that generate 1000 or more vehicle trips per peak hour the applicant shall request a scope of work meeting with VDOT and Stafford County Office of Transportation to discuss the required elements of a traffic impact analysis.

*The highest intensity use is the highest possible use allowable under the zoning requirements for the entire property should it be developed to its fullest extent possible under the current building guidelines. The only exception is if proffers limit the area and type of uses.

VDOT Traffic Impact Analysis Requirements

Process		Threshold	Review Process*	Fee**
Comprehensive Plan and Plan Amendments (including small area plans)		5,000 VPD on state-controlled highways, or Major change to infrastructure / transportation facilities	Application submitted to VDOT for review and comment VDOT may request a meeting with the locality within 30 days Review to be completed in 90 days or later if mutually agreed	\$1000 covers first and second review. No fee if initiated by locality or public agency. No fee for citizens' organization or neighborhood association proposing plan amendments.
Rezoning	Residential Low Volume Road Submission	400 VPD AND exceeds the current traffic volume on a state controlled highway	VDOT or local TIA (certified by VDOT) and Application submitted to VDOT for review and comment VDOT may request a meeting with the locality & applicant within 45 days Review to be completed in 120 days if VDOT requests a meeting Otherwise review to be completed in 45 days	For first and second review: \$250 - Low Volume Rd \$1000 – All other submissions
	All Other Land Uses including residential	5,000 VPD on state controlled highways, or 5,000 VPD on locality maintained streets AND within 3000 feet of a state controlled highway	NOTE: When a related comprehensive plan revision and rezoning proposal are being considered concurrently for the same geographical area, then only a rezoning TIA package is required.	No fee if initiated by locality or public agency No fee if using a VDOT TIA prepared for a small area plan

* For proposals generating less than 1000VPH the locality and/or applicant may request a Scope of Work Meeting with VDOT. For proposals generating 1000 VPH or more the locality and/or applicant shall hold a Scope of Work Meeting with VDOT.

** Third or subsequent submissions require additional fee as though they were an initial submission.