

## What happens after the application is accepted?

Once the application is accepted, the Planning Department will form a staff report. The applicant will be directed to post a public hearing sign and send out adjacent property owner notices. The Department must then take the case before the City's Planning Commission for a public hearing. After the Commission's recommendation, the case is forwarded to City Council for two readings, a public hearing, and final adoption.

## How long is the process?

The process requires a minimum of 3 ½ months, assuming Planning Commission and City Council do not table the case. Typical cases range from 3 ½ to 4 ½ months.

## How long does a Rezoning remain in effect?

The rezoning takes effect once it is approved by City Council and will remain until City Council changes it. If proffers are included, the applicant will need to fulfill those obligations in conjunction with any development of the land.

## How do I revise proffers approved with a Conditional Rezoning?

A proffer amendment is treated the same as a rezoning request and follows the same process.

## Development Review Team

- Planning Department  
540-667-1815 ext.1418
- Police Department  
(Contact thru Planning Dept)
- Building Official  
540-667-1815 ext.1418
- Fire & Rescue  
540-662-2298
- Public Services  
540-667-1815 ext. 1409

# THE REZONING PROCESS



### City of Winchester

Planning Department  
15 N. Cameron St.  
Winchester, VA 22601  
Phone (540) 667-1815 ext. 1418  
Fax (540) 722-3618  
[www.winchesterva.gov](http://www.winchesterva.gov)  
[plngdept@winchesterva.gov](mailto:plngdept@winchesterva.gov)

February 2016

# THE REZONING PROCESS

## What is Zoning?

Zoning is the method the City uses to regulate land use. Land use and zoning districts are described in the Zoning Ordinance. A rezoning is a change in the zoning designation of a property depicted on the Zoning Map. The rezoning process allows City Council to change the zoning designation of a property. City Council, Planning Commission, or any property owner can request a rezoning of their property.

All rezonings should be consistent with the Comprehensive Plan, unless the applicant can demonstrate a change in the character of an area warrants a departure from the Comprehensive Plan. There are two types of rezoning, conventional and conditional. A conventional rezoning is one where no proffers are offered. A conditional rezoning is one where proffers are voluntarily offered by the property owner. Proffers must be directly related to the rezoning to mitigate any possible impacts that arise from the rezoning.

## When do I need a Rezoning?

A rezoning allows the property owner to conduct land uses different than those covered under the current designation on their property. If the desired use is inconsistent with the property's current zoning, a rezoning could be considered.

## Should I set up a Pre-Application Meeting?

It is recommended that the property owner contact the Planning Department to discuss the request. The City will advise the property owner about the rezoning process, the materials needed for submission, the fees involved, how the proposal will be evaluated, and answer any questions. The meeting is a good opportunity to discuss the project and identify any issues that might be of concern to the City or applicant.

## How do I apply for a Rezoning?

Submit a complete Rezoning Application, letter detailing the proposed rezoning, list of surrounding property owners, disclosure of real parties in interest, and fee to the City's Planning Department.

If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit complete materials or resubmittal will be required.

