



**Fauquier County**  
**Department of Community Development**  
**29 Ashby Street, Suite 310**  
**Warrenton, VA. 20186**  
**540-422-8200 FAX 540-422-8201**  
[www.fauquiercounty.gov](http://www.fauquiercounty.gov)

**COMPREHENSIVE PLAN AMENDMENT CHECKLIST**

Project Name: \_\_\_\_\_

PIN(s): \_\_\_\_\_

*Filings Limited to January 1 and July 1 of each calendar year.*

	REQUIREMENT	YES	NO - State Reason
<b>I. Documentation</b>			
1	Completed <a href="#">Land Development Application</a> form, including indication of category/subcategory as appropriate.		
2	<a href="#">Fee Calculation Sheet</a> with fee check.		
3	<a href="#">Conflict of Interest Statement</a>		
4	Statement of Justification - 10 copies ( <b>see II. below</b> )		
5	Subject Property Information - 10 copies ( <b>see III. below</b> )		
6	Map of Subject Property - 10 copies ( <b>see IV. below</b> )		
7	Language for proposed text amendment or graphics for proposed map changes, with reference to current page numbers in Comprehensive Plan - 10 copies		
8	Additional information as requested - 10 copies		
9	Flash drive containing individual PDFs of all submission materials		
10	Completed, signed Comprehensive Plan Amendment Checklist		

<b>II. Statement of Justification Requirements</b>			
See <a href="#">Section 13.202.2</a> of Zoning Ordinance for details.			
The Statement shall address the following, as applicable:			
1	Creative Concepts - innovative approaches not currently contemplated in the Comprehensive Plan.		
2	Oversights - the subject property was omitted or misinterpreted in the original plan review process.		
3	Change in circumstances - there has been a significant change in surrounding land use since the original plan review process.		
4	Goals - the goals of the Plan would be better met with the proposed modification, or better implemented if such amendment were adopted.		
5	Hardship - the applicant has a unique hardship on the property not identified in the original plan review process.		

REQUIREMENT		YES	NO - State Reason
<b>IV. Map of Subject Property</b>			
See <a href="#">Section 13.202.2</a> of Zoning Ordinance for details.			
The Map shall include:			
1	Scale, north arrow and date of plat		
2	Magisterial District		
3	Location of all roads and/or access easements, their names and/or route numbers		
4	Total acreage		
5	Current zoning and land use		
6	Vicinity Map		
7	All property boundaries		

**CERTIFICATION OF APPLICATION SUBMISSION**

I hereby certify that the stated information is included in the attached Comprehensive Plan Amendment application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning, or required by special exception or variance approval, special agreements or covenants.

\_\_\_\_\_  
 Engineer or Surveyor's Signature

\_\_\_\_\_  
 Firm Name