



Fauquier County
 Department of Community Development
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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
Documentation		
Completed Land Development Application form, signed by the owner and applicant or agent.		
Conflict of Interest Statement		
Statement of Justification (See Below) – 10 copies		
Subject Property Information (See Below) – 10 copies		
Map of Subject Property (See Below) – 10 copies		
Language for Proposed Text Amendment or Graphics for Proposed Map Changes (with reference to current page numbers in the Comprehensive Plan) – 10 copies		
Fee Calculation Sheet and Associated Fee		
Additional Information (As Requested) – 10 copies		
Completed, signed Comprehensive Plan Amendment Checklist		
Flash Drive containing PDFs of all submission materials.		
Statement of Justification Requirements (See Section 13-202.4 of the Zoning Ordinance)		
Creative Concepts – Innovative approaches not currently contemplated in the Comprehensive Plan.		
Oversights – The subject property was omitted or misinterpreted in the original plan review process.		
Change in Circumstances – There has been a significant change in surrounding land use since the original plan review process.		
Goals – The goals of the Plan would be better met with the proposed modification, or better implemented if such amendment were adopted.		
Hardship – The Applicant has a unique hardship on the property not identified in the original plan review process.		

