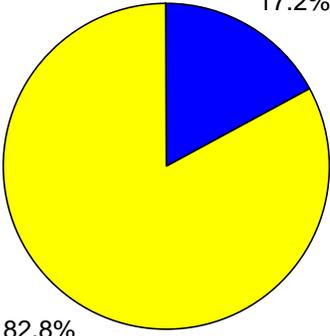


## *Department of Planning and Zoning*

### 35-04-Rezoning/Special Exception

Fund/Agency: 001/35	Department of Planning and Zoning	
Personnel Services	\$1,330,025	<div style="text-align: center;"> <p><b>CAPS Percentage of Agency Total</b></p>  <p>82.8%</p> <p>17.2%</p> </div> <div style="text-align: center; margin-top: 10px;"> <span style="color: blue;">■</span> Rezoning/Special Exception    <span style="color: yellow;">■</span> All Other Agency CAPS                 </div>
Operating Expenses	\$173,701	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$1,503,726</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$1,210,012	
Other Revenue	\$0	
<b>Total Revenue:</b>	<b>\$1,210,012</b>	
<b>Net CAPS Cost:</b>	<b>\$293,714</b>	
Positions/SYE involved in the delivery of this CAPS	28/24	

#### ► CAPS Summary

To accept, review, analyze, schedule, advertise, coordinate staff responses, negotiate with applicants, draw conclusions, make recommendations, prepare staff reports, present applications, and respond to inquiries on all land use applications including Rezoning (RZ), Proffered Condition Amendments (PCA), Conceptual/Final Development Plan Amendments (FDA), Special Exceptions (SE), Special Exception Amendments (SEA), Comprehensive Sign Plans and Amendments, and Agricultural & Forestal Districts, all of which are subject to the public hearing process before the Planning Commission and, with the exception of Comprehensive Sign Plans, the Board of Supervisors.

## *Department of Planning and Zoning*

---

### ► **Method of Service Provision**

Service is provided by County employees, primarily via written and oral communication. Staff works with applicants to accept applications, including pre-application meetings and processing requests for waivers of submission requirements. A staff report is prepared for each application, which analyzes the proposal, presents issues, both outstanding and resolved, draws conclusions, and makes recommendations; subsequent addenda may be published to convey revised or supplemental information or to reflect a change in staff position. Staff presents and defends the staff position at public hearings before the Planning Commission and Board of Supervisors. Staff also attends meetings, answers phone and written inquiries; meets with office visitors; attends pre-application meetings with potential applicants; works with applicants, citizens, Planning Commissioners, and Board members/staff to resolve issues concerning zoning applications; and serves as Planner-of-the-Day, a four-hour, rotating assignment as principal resource for general public inquiries to the Division. All support functions (map preparation and distribution, publication preparation and distribution, advertising, word processing, official file preparation, creation and maintenance of LDS (Land Development System) files, including imaging of proffers and plans are also performed by staff. Staff also does all preparation of signs and posting of properties which are the subject of zoning-related Planning Commission and Board of Supervisors' public hearings.

Staff also maintains the Division's section of the Department website with forms and procedures associated with the zoning process and current information regarding pending applications – all intended to make the Division more accessible to other County offices, applicants, and citizens.

Standard hours of operation are from 8:00 a.m. to 4:30 p.m. Staff is also required to work overtime on an as-needed basis to ensure work is completed in a timely manner to meet established deadlines for publication and distribution of staff reports, to attend public hearings pertaining to zoning applications held by the Planning Commission and the Board of Supervisors, and to attend meetings held by citizens' groups. These public hearings and meetings are generally held outside of standard hours of operation.

## *Department of Planning and Zoning*

### ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
# Applications reviewed for acceptance (all types)	650	649	645	650	650
# RZ/PCA/FDP applications accepted	173	235	240	235	235
# SE /SEA applications accepted	121	85	83	85	85
Average staff hours to determine submission compliance (all types)	5	5	5	5	5
% of RZ/SE applications reviewed for acceptance w/in 5 days	50%	62%	92%	75%	75%
% of RZ/SE applications reviewed for acceptance w/in 10 days	85%	97%	97%	100%	100%
% of RZ applications scheduled for public hearing w/in 5 months of acceptance	81%	83%	90%	90%	90%
% of SE applications scheduled for public hearing w/in 4 months of acceptance	58%	53%	77%	90%	90%
# PC public hearings	234	293	245	214*	250
# BOS public hearings	202	208	215	220*	220
# Staff Reports/Addenda published	267	322	322	250*	300
Average caseload per Staff Coordinator	26	26	24	25	25

\*Actual numbers; not included in the 2002 Budget.

In addition to the workload noted above, each year staff of this CAPS hold approximately 1,250 meetings with applicants, agents, and interested parties, including pre-application meetings with potential applicants; respond to more than 5,000 queries from the public in the capacity of Planner-of-the-Day; prepare more than 750 maps for inclusion in Staff Reports; post approximately 750 public hearing signs; prepare in excess of 750 legal notices/ads; create and maintain approximately 300 files in Land Development System, Zoning Evaluation Division's computerized record-keeping system; provide litigation support to the County Attorney for approximately 20 cases; and complete approximately 10 special projects.

# Department of Planning and Zoning

## ► User Fee Information

Subobject Code	Fee Title	FY 2002 ABP Fee Total
0462	Zoning Fees	\$1,209,512
<b>Current Fee</b>		
<b>Rezoning</b> All R Districts \$4,950 plus \$105 per acre All C, I & Overlay \$4,950 plus \$165 per acre PRC \$4,950 plus \$165 per acre PDH, PDC, PRM With CDP \$4,950 plus \$165 per acre With CDP/FDP \$4,950 plus \$245 per acre FDP \$4,950 plus \$80 per acre Amend pending RZ Application \$825 plus per acre fee Amend pending FDP \$750 Amend approved Application w/ new Construction \$2,475 plus per acre fee Amend approved Application w/ no new Construction \$2,475 CSP \$1,500 Amend CSP \$750 PRC per plan submission \$2,400  Zoning Compliance Letters: \$50/Single Family, each lot \$150/All other uses, each lot requested Temporary Special Permits \$75/each	<b>Special Exceptions *</b> Category 1 \$2,970.00 Category 2 \$2,970.00 Category 3 (Places of Worship with/or Child Care, etc. with fewer than 100 students) \$200.00 Category 3 (Places of Worship with Child Care, etc. with 100 or more students) \$2,000.00 Category 3 (All other uses) \$2,970.00 Category 4 \$2,970.00 Category 5 \$2,970.00 Category 6 \$2,970.00 Amend pending application ** 10% prevailing fee Extend special exception 1/8 of prevailing fee Special Exception Amendment (No new construction) ½ prevailing fee Special Exception Amendment (New construction) prevailing fee  * When two or more special exceptions are filed on the same lot, the fee shall be the highest of the fees for the individual uses. ** The fee for an amendment to a pending special exception is only applicable if there is a change in land area, use, or other substantial revision.	
<p><b>Purpose of Fee:</b></p> <p><b>Rezoning / Special Exception Applications:</b> The purpose of the fee is to offset personnel, printing, advertising, and posting expenses incurred in the processing of each application.</p> <p><b>Zoning Compliance Letters:</b> Fees are collected to partially offset costs of researching and preparing letters of zoning certification. The BOS approved this new fee as part of the <u>FY 1997 Adopted Budget Plan</u> and it is generally intended to satisfy banks' and other lending authorities' requirements.</p> <p><b>Temporary Special Permits:</b> To partially offset costs of processing Temporary Special Permits.</p>		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
Sect. 18-106 of the Zoning Ordinance	Zoning fees are legislatively established by the Board of Supervisors.	1996
<p><b>Other Remarks:</b></p> <p>Maximum allowable fee is determined by the fee structure. The \$1,209,512 includes fees for Rezoning/Special Exception applications, zoning compliance letters and Temporary Special Permits. Zoning Compliance Letters (\$40,750) are handled by the Ordinance Administration CAPS and Temporary Special Permits (\$16,125) are handled by the Permits Processing CAPS.</p> <p>Fees collected can vary widely from year to year, depending on the types of application, acreage, and use requested.</p>		

*Department of Planning and Zoning*

Subsubject Code	Fee Title	FY 2002 ABP Fee Total
0466	Fees – Agricultural and Forest District Application	\$500
<b>Current Fee</b>		<b>Maximum Allowable Fee Amount</b>
Agricultural & Forestal District Permits \$50.00 each		\$50.00 each
<b>Purpose of Fee:</b> The purpose of the fee is to offset personnel, printing, advertising, and posting expenses incurred in the processing of each application.		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
Sect. 15.1-509 of the VA State Code and Sect. 115-8-3 of the County Code	Fees for Agricultural and Forestal District applications are established by the State and County Codes.	1983
<b>Other Remarks:</b> Fees collected can vary widely from year to year, depending on the number of applications filed.		