

Pre-Application Request Form

Botetourt County Community Development Planning & Zoning

57 S. Center Drive, Daleville, VA 24083

540.928.2080

E: planning@botetourtva.gov



A pre-application conference is strongly recommended in the case of Zoning Map Amendments (including Change in Proffers and Zoning Ordinance Text Amendments), Special Exception Applications and Comprehensive Plan Amendments.

The purpose of the pre-application conference is to inform an applicant of review procedures, submittal requirements, development standards, and other pertinent matters before the applicant finalizes the development proposal. **Staff comments presented during a pre-application conference are informational only and are not a commitment on behalf of the County regarding the acceptance of the development proposal.**

Topics of discussion may include:

- | | |
|----------------------------------|-----------------------------------|
| 1. Comprehensive Plan Compliance | 12. Site Lighting/Building Design |
| 2. Zoning/Land Use Issues | 13. FAR (Floor Area Ratio) |
| 3. Traffic Impact Study/Issues | 14. Neighborhood Impacts |
| 4. VDOT Review | 15. School Impacts |
| 5. Pedestrian Access | 16. Affordable Housing |
| 6. Utility Service | 17. Min. Submission Requirements |
| 7. Development Standards | 18. Emergency Services |
| 8. Open Space Requirements | 19. Storm water Impact |
| 9. Landscaping Requirements | 20. Proffer Guidelines |
| 10. Parking Requirements | 21. Fees/Timelines |
| 11. Storm Drainage | 22. Other Issues/Questions |

In order to request a pre-application conference, please fill out the information below and email to: planning@botetourtva.gov.

Pre-application meetings are scheduled by appointment only.

Contact Person:	Phone#:	Email Address:
Contact's Mailing address, city, state, zip:		
Property Owner Name (if different than contact) :	Phone#:	Email Address:
Property Owner Mailing address, city, state, zip:		
Tax map number(s):	Current zoning:	Current use of property:
Proposed use of property:		
Requested date/time of appointment (pending staff availability)	1 st choice:	2 nd choice: