

**BOTETOURT COUNTY DEVELOPMENT SERVICES**  
**Pre-Application Conference Request Form**  
 5 W. Main Street, Suite 100 ♦ Fincastle, Virginia 24090 ♦ 540.473.8320

A pre-application conference is required 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.**

In order to request a pre-application conference, please fill out the information below and **submit to the Planning Manager, Department of Development Services at 5 W. Main Street, Fincastle VA 24090. Forms may be faxed (540) 473-2018 or emailed [planningcomments@botetourt.org](mailto:planningcomments@botetourt.org).**

Pre-application meetings are scheduled by appointment only.

Date			
Subject Property Address		Tax Map #	
Contact Person		E-mail	
Contact's Address, City & State, Zip	Address	City, State	Zip
Contact's Phone #		Fax #	
Applicant's Name			
Property Owner, if different			
Nature of Request			
Current Zoning District		Land Use Map Category	
Date Received		Meeting Date	

***To ensure proper correspondence and record of attendance, please sign in prior to leaving the meeting. Thank you.***

_____	_____
_____	_____
_____	_____
_____	_____

