



Subdivision Variance Application
 Department of Planning & Zoning
 143 Third Street, NW, Suite 1
 Pulaski, VA 24301
 540-980-7710
<http://www.pulaskicounty.org>

Applicant:		
Mailing Address:		
Phone:		E-mail:
Property Owner: (If Different)		Tax Map Number:
911Address/Site of the proposed structure:		Area or Acreage of Parcel:
Current Zone District:	<p>Describe the access to the site:</p> <p>For parcels without state road frontage. Legal easement shall be attached.</p>	
	How many new lots are to be created?	
	<p>How many residential structures are on the parcel?</p> <p>Are there agricultural activities on the parcel?</p>	
Applicant Narrative:	<p>To prepare the application for subdivision variance it is the applicant's responsibility to ensure that the project is feasible. A consultation with the Planning Director is recommended to discuss the project. Applications are due on the 15th of the month to be placed on the next month's meeting agenda.</p> <p>Applicant- In addition to this form, please attach a one-page narrative that;</p> <ol style="list-style-type: none"> 1) Describes the need or the reason for the variance. Describe proposed use and proposed new development or new structures. 2) Describe how the project complements the future land use map and the comprehensive plan, specifically reference comprehensive plan goals. 3) Describe how water and sewer service will be met, how the transportation network is supported or how the project will meet VDOT requirements. Reference any consultations held with the Building Official, E&S/SWM, VDH, County Engineer, PSA, VDOT or other agencies consulted in designing the project and how the project will account for meeting these requirements. 4) Describe how the project will impact the community. If mitigation measures are proposed, such as landscape buffers include these measures in the narrative. 5) Explain the project with a level of detail that fully describes the proposed new use and explain why your situation is unique. 6) If conditions are proposed, they shall be submitted in writing by the applicant, prior to the meeting/public hearing for the application. 7) Subdivision Variance requests will be reviewed for six (6) qualifiers. These are listed in Article 6.15 of the UDO. The narrative shall cover each of these six items to be considered for approval. 	

<p>Is site plan attached? YES or NO</p> <p>Is Subdivision plat attached? YES Or NO</p>	<p>Applicant: Attach a site plan showing the planned elements of the project. Include utilities, roadway access and entrance, parking areas, vegetative buffers, fences and all proposed structure locations. For structures show the linear distance in feet to all property lines, and the road right of way line. Show existing and proposed structures on the site plan.</p> <p>A subdivision plat prepared by a licensed surveyor shall be attached.</p> <p>For Commercial and Industrial projects, a stamped (engineered) site plan that meets Article 5 of the Unified Development Ordinance will be required prior to permit.</p> <p>Has VDOT approved the site entrance? Yes OR No If so, include correspondence or permit.</p>
<p>Subdivision Variance Process:</p>	<p>A complete application consists of 1) the application form 2) the narrative 3) the site plan and 4) the application fee. When a completed application is received the Planning Dept. will place the item on the agenda and advertise the public hearing. Staff will visit the site to take photos and to determine if additional information is needed. Planning Commission members may visit the site to better understand the site location or proposal.</p> <p>The Planning Commission public hearing will require a published notice in the paper notifying the public of the hearing date. In addition, notice will be sent to adjoining property owners notifying them of the date of the public hearings. A sign will be posted on the site, notifying the public of the public hearing. The public may submit comments prior to or at the meeting about the subdivision variance request.</p> <p>The landowner or a person representing the application is required to attend both the Planning Commission Meeting.</p> <p>If approval is granted, a letter shall be sent with the approval notice. The applicant shall submit all required zoning, building, erosion & sediment and all other applications required for permit prior to construction or land disturbance.</p> <p>By signing the application, the property owner indicates that they understand the process for subdivision variance.</p>

Pulaski County assumes no legal or financial liability to the applicant or any third party whatsoever by approving the subdivision variance. The approval is based upon the information provided. By signing this application, I grant permission for an agent of the building or zoning department or the reviewing body to visit my site for necessary review.

Signature (Property Owner): _____ Date: _____

Printed Name (Property Owner): _____ Date: _____

Received by: _____	Date: _____
Payment Type and Amount: _____	Airport Overlay Review: _____