

# Comprehensive Plan Amendment Application

Montgomery County Planning Department  
755 Roanoke Street, Suite 2A  
Christiansburg, VA 24073

## Comprehensive Plan Amendment Process & Policies:

- Applications for amendments to the Comprehensive Plan are accepted and processed twice per year and must be received by 5 p.m. on February 28 or August 31.
- The comprehensive plan review process may take up to six months.
- Parcels which are currently in the Agricultural and Forestal District program will not be considered until they have been removed from the program.
- Parcels may be amended only to the comprehensive plan district level of adjacent or abutting properties.

All comprehensive plan amendment applications **must include all** of the following:

- 1) Completed application form;
- 2) Letter of justification, including specific plan citations;

Comprehensive Plan Letter of Justification is document in which you explain to the Planning Commission and the County 1) What you are intending to do with your property; why the proposed use is an appropriate use for the property; and how the change in proposed use fits with the land use policies and the subject policies included in the Comprehensive Plan. Typically, the letter is about two pages in length.

- 3) Traffic Impact Study (per VDOT 527 Regulations, when applicable);
- 4) Plat of property or properties;
- 5) Map showing property and surrounding parcels;
- 6) Preliminary concept planning illustrating owner's intention for the property.
- 7) \$400.00 Application Fee
- 8) 25 Copies of all application materials.

Return the application and supporting materials to the: Montgomery County Planning Department; 755 Roanoke Street, Suite 2A; Christiansburg, Virginia 24073. If you have questions, please call the Comprehensive Planner at 394-2148 or email to: [dorsettmh@montgomerycountyva.gov](mailto:dorsettmh@montgomerycountyva.gov).

# Comprehensive Plan Amendment Application

Please complete all sections of this application.

## Applicant Information:

Property Owner: \_\_\_\_\_ Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Information:

Property Address: \_\_\_\_\_  
Tax Map Number \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Current Comprehensive Plan Designation: \_\_\_\_\_  
Proposed Comprehensive Plan Designation: \_\_\_\_\_  
Current Use of Property: \_\_\_\_\_  
Proposed Use of Property: \_\_\_\_\_

## Application Attachments:

- \_\_\_ 1) Completed application form;
- \_\_\_ 2) Letter of justification, including specific plan citations;
- \_\_\_ 3) Traffic Impact Study (per VDoT 527 Regulations, when applicable);
- \_\_\_ 4) Plat of property or properties;
- \_\_\_ 5) Map showing property and surrounding parcels;
- \_\_\_ 6) Preliminary concept planning illustrating owner's intention for the property.
- \_\_\_ 7) \$400.00 Application Fee
- \_\_\_ 8) 25 Copies of all application materials.

I certify that the information supplied on this application and on the attachments provided is complete, accurate, and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of Montgomery County and the State of Virginia to enter the above property for the purposes of processing and reviewing the above application.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Property Owner's Signature                      Date                      Agent's Signature                      Date

### FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
\_\_\_APPLICATION COMPLETE \_\_\_APPLICATION INCOMPLETE



