



City of Petersburg

Department of Planning and Community Development

PROCEDURES FOR PETITION FOR ZONING ORDINANCE AMENDMENT

1. Applicant files petition with the Petersburg Department of Planning and Community Development, City Hall, 135 N Union Street, Petersburg, Virginia 23803.
2. **The Filing fee for Petitions for Zoning Ordinance Amendment is \$1,500.** A Check or Money Order *made payable to the City of Petersburg* is to accompany the application.
3. The Department of Planning and Community Development Staff will refer the petition to the Planning Commission to hold a public hearing and consideration the petition. Department of Planning and Community Development staff shall advertise the public hearing twice during a fourteen-day period, and the Planning Commission will hold a public hearing, and make a recommendation to the City Council regarding the petition.
4. The City Council schedules then advertises a public hearing regarding the petition.
5. The City Council holds a public hearing then considers the petition with the Planning Commission recommendation and renders a final decision to approve or disapprove the petition.

PLEASE NOTE: The Zoning Ordinance Amendment process may take up to three months.

PETITION FOR ZONING ORDINANCE AMENDMENT

RETURN TO: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
(CITY HALL, THIRD FLOOR, ROOM 304)
FILING FEE: \$1,500 (CHECK OR MONEY ORDER) AT THE TIME OF SUBMITTAL

CASE NUMBER: _____

APPLICANT: _____

ADDRESS: _____

I, _____ hereby petition for a zoning ordinance amendment for
Section ____, Article ____ of the Zoning Ordinance

A. DESCRIPTION OF PROPOSED AMENDMENT

B. JUSTIFICATION FOR ZONING ORDINANCE AMENDMENT

- 1. The proposed amendment is in the interest of the public health, safety, morals and general welfare of the community because: (Provide a detailed statement of reasons why the proposed amendment should be granted).**

- 2. The material impact of the proposed amendment will not be detrimental to the public welfare of the City because:**

3. The proposed amendment will be advantageous to the City and benefit the welfare of the general public because: (Specify reasons to substantiate this statement).

4. Describe your experience with the ordinance section in question (Provide references and/or examples).

C. CONTACT INFORMATION:

Signed: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

ACTION RECORD

Date Filed (with Planning Department): _____

Date of Planning Commission Public Hearing: _____

Planning Commission Action(s): _____

Date of City Council Hearing: _____

City Council Action(s): _____