To help the applicant take notes during the pre-application meeting, the following checklist is provided. This form is provided to the applicant at the beginning of a pre-application meeting, by the Planning case manager.

Pre-Application Meeting Checklist for a New Zoning Application	
Zoning Opinion #:	
Meeting Date:	
Planning Case Manager:	

Suggested Supplemental Materials for Zoning Application		
The following items are suggested by staff to be submitted with a complete zoning application:		
☐ Master/Concept Plan	☐ Elevations/Renderings	☐ Survey
☐ Traffic Study	☐ Textual Statement	☐ Other:

Planning

- Is the request consistent with the County's Comprehensive Plan Land Use Designation? **Yes/No**

    o Is the property within a special area plan? **Yes/No**

    o If yes, are there any special requirements the applicant should be aware of?

- Will a conceptual plan be suggested by staff? **Yes/No**

- Will elevations be suggested by staff? **Yes/No**

- Will special architecture standards apply to the request? **Yes/No**

- Will previous conditions of zoning impact the request? **Yes/No**

    o If yes, will previous conditions of zoning need to be amended? **Yes/No**

- Will there be any buffers or tree preservation areas required? **Yes/No**

- What are the parking requirements?

- What are the setback requirements?

- Is the property subject to any improvements relative to the Bikeways & Trails Plan? **Yes/No**

County Department of Transportation (CDOT)

- Is the County's Road Cash Proffer Policy applicable to this request (residential development only)? **Yes/No**

- Will a County (CDOT) Traffic Impact Analysis (TIA) be required? **Yes/No**

- Is the property located adjacent to an existing or proposed Thoroughfare Plan road? **Yes/No**

- If adjacent to Thoroughfare Plan road, what is ultimate right-of-way and how will it be accommodated?

- If located adjacent to a Thoroughfare Plan road, how will access be accommodated?

- If accessing Thoroughfare Plan road:
    - Will CDOT request construction of a new access and ask that it be shared with future development? **Yes/No**

    - Will CDOT request access through an existing access via existing access easement? **Yes/No**

- Will road improvements be required to address traffic impacts? **Yes/No**

- Will phasing of road improvements be permissible for this request? **Yes/No**

- Will the request have private and/or public (state maintained) roads as part of the development? **Yes/No**

- Will the proposal be required to tie into existing street connections or private entrances? **Yes/No**

Virginia Department of Transportation (VDOT)

- Will a State (VDOT) Traffic Impact Analysis (TIA) be required? **Yes/No**

- Will the proposal be required to tie into existing street connections (state-maintained stub roads)? **Yes/No**

Community Enhancement

- For the purposes of the County's Road Cash Proffer Policy pertaining to residential development, is this property located within a revitalization area? **Yes/No**

Utilities

- Is the use of County water required by County Code? **Yes/No**

- Is the use of County sewer required by County Code? **Yes/No**

- Are there any significant engineering challenges known to provide service to the site? **Yes/No**

- Are public water and wastewater lines available to the site, or will off-site extensions be necessary? **Yes/No**

- Are there possible water system pressure issues or wastewater system capacity limitations? **Yes/No**

Environmental Engineering

- Will special environmental assessment be needed (Wetland delineation, Resource Protection Area Delineation (RPAD), Natural Resource Inventory (NRI) or Water Quality Impact Assessment (WQIA))? **Yes/No**

- Are there special stormwater regulations and/or concerns that apply to the property? **Yes/No**

Fire & Life Safety

- Will the proposed access to the site meet code requirements? **Yes/No**

- Will the proposed building heights and site layout meet aerial access requirements? **Yes/No**

Staff Contacts

The following staff attended the Pre-Application Meeting:

PLANNING

☐ Joe Feest (FeestJ@chesterfield.gov)	☐ Tyler Walter (WalterT@chesterfield.gov)
☐ Josh Gillespie (GillespieJo@chesterfield.gov)	☐ Harold Ellis (EllisH@chesterfield.gov)
☐ Ryan Ramsey (RamseyRP@chesterfield.gov)	☐ Greg Allen (AllenG@chesterfield.gov)
☐ Ray Cash (CashR@chesterfield.gov)	☐ Steve Haasch (HaaschS@chesterfield.gov)
☐ Other:	

COUNTY DEPARTMENT OF TRANSPORTATION (CDOT)

☐ Steven Adams (AdamsSt@chesterfield.gov)	☐ Other:

VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)

☐ Willie Gordon (willie.gordon@vdot.virginia.gov)	☐ Other:

ENVIRONMENTAL ENGINEERING

☐ Rebeccah Rochet (RochetR@chesterfield.gov)	☐ Other:

FIRE & LIFE SAFETY

☐ Anthony Batten (BattenA@chesterfield.gov)	☐ Other:

UTILITIES

☐ Randy Phelps (PhelpsC@chesterfield.gov)	☐ Other:

PARKS & RECREATION

☐ Janit Llewellyn (LlewellynJa@chesterfield.gov)	☐ Other:

SCHOOLS

☐ Atonja Allen (atonja_allen@ccpsnet.net)	☐ Other:

AGENCY:

☐ Name:	☐ Name:

Notes