



## PROCEDURE FOR FILING PETITION FOR ZONING AMENDMENT

### *Planning and Zoning Division*

Mary Ellen Wines, Zoning Administrator  
Email: [mewines@salemva.gov](mailto:mewines@salemva.gov)

Telephone: 540-375-3032

A request to amend the Zoning Ordinance of the City of Salem, Virginia, involving a rezoning of property must be accompanied by the following:

1. A letter to the Executive Secretary of the City of Salem Planning Commission from the property owner(s) of the property proposed for rezoning or representative(s) thereof, which officially requests the rezoning. Such letter may include any relevant information pertaining to the property, its proposed use and development, etc.
2. A filing fee, in accordance with the fee schedule, to cover costs of legal advertisements in newspaper, the posting of signs on property, the mailing of certified letters to adjacent property owners, and the City staff review (attached).
3. A completed zoning Amendment Petition (attached).
4. Provide one copy of a certified plat of survey of the property which must include the following information:
  - (a) correct legal description of the property (one copy); and
  - (b) All existing and proposed improvements (easements, buildings, etc.) including topographical information, building elevations and other relevant site characteristics.
5. Submit the above information no later than the 1<sup>st</sup> day of the month prior to the month that the Petitioner wants to appear before the Planning Commission (regularly scheduled Commission meeting of that month).
6. In addition, the applicant is responsible for payment of legal notices that are run in conjunction with the request. Legal notice charges must be paid to the City of Salem before request is heard.

A zoning amendment or rezoning request is considered and acted upon by the City Planning Commission and City Council. Planning Commission and City Council separately advertise and schedule a public hearing for each request. A recommendation from Planning Commission is forwarded to City Council. Council renders the final decision.

DEADLINE FOR SUBMISSION: \_\_\_\_\_

PLANNING COMMISSION HEARING: \_\_\_\_\_

CITY COUNCIL HEARING: \_\_\_\_\_



*Charles E. VanAllman, PE, LS*  
*Director*

*Department of Community Development*  
*Engineering/GIS, Inspections, Planning & Zoning*

*Mary Ellen Wines,*  
*Zoning Administrator*

TO ALL REZONING APPLICANTS:

A rezoning involves changing the zoning designation of one or more parcels of land. Adjoining property owners are notified, and public hearings are conducted by both the Planning Commission and City Council.

Since rezonings may be controversial in nature, the applicant may be inclined to offer **conditions (proffers)** in order to lessen the impact of the request and to make the request more appealing. Conditions and proffers should be discussed with City staff well in advance of the public hearing by the Planning Commission. These conditions should be presented in writing and included with the complete zoning applications whenever possible. There are times when unforeseen or new conditions may be agreed upon during the Planning Commission hearing. In this situation, new conditions or proffers must be submitted in writing to the Clerk of Council by the close of day Friday following the Planning Commission hearing. Any questions in this regard should be addressed to the Community Development Department (540) 375-3032.

Sincerely,

Mary Ellen Wines  
Zoning Administrator

# PETITION FOR ZONING AMENDMENT (REZONING)

## *City of Salem Community Development Department*

Mary Ellen Wines, CZA CFM, Zoning Administrator  
Email: [mewines@salemva.gov](mailto:mewines@salemva.gov)

Telephone: 540-375-3032

1. Applicant(s):

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2. Legal Owner(s) of property requested to be rezoned:

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3. Location of Property:

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Official Tax Map Number: \_\_\_\_\_

4. Characteristics of Property:

Size (Acreage): \_\_\_\_\_

Deed Restrictions: \_\_\_\_\_

Present Use: \_\_\_\_\_

5. Zoning Classification:

Present Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Land Use Designation: \_\_\_\_\_

6. Reason(s) for Rezoning Request (Including proposed use):

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7. Agent(s) or representative(s) of property owner(s): (Specify interest)

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

8. Affidavit:

A. The undersigned person certifies that this petition and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, Also, the petitioner understands that a "Notice of Zoning Request" sign will be posted on the property by the City.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Interest in Property: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Interest in Property: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_



**Community Development Department**

**Fee Schedule**

<b>Rezoning</b>	<b>\$1,000 (Legal ad cost included)</b>
<b>Special Exception Permit and Use Not Provided</b>	<b>\$500 (Legal ad cost included)</b>
<b>Planning Unit Developments (PUD) Review and Approval</b>	<b>\$200 + \$25 per acre &gt; than one acre plus petitioner pays full advertisement cost</b>
<b>Variances (Board of Zoning Appeals)</b>	<b>\$200 + petitioner pays full advertisement cost</b>

**(NOTE: For the above items, the petitioner is responsible for payment of the legal notice that is run in conjunction with the request. Legal notice charges must be paid to the City of Salem before request is heard).**

<b>Site Plan Approval</b>	<b>\$500 + \$25 per acre &gt; than one acre This fee covers two reviews: the initial review and one re-review. A fee of \$75 will be charged for additional reviews.</b>
<b>Minor Site Plan Approval</b>	<b>\$150</b>
<b>Appeal to Uniform Statewide Building Code</b>	<b>\$250</b>
<b>Subdivisions</b>	
<b>(a) Minor (5 or less lots)</b>	<b>\$100</b>
<b>(b) Major (6 or more lots or any     subdivision involving the creation of     public rights of way)</b>	<b>\$220 + \$45/lot</b>
<b>Boundary Line Adjustment or Vacation of Interior Lot Lines</b>	<b>\$75</b>
<b>Bridges - Overweight Permit</b>	<b>\$100 + analysis cost</b>

**Adopted by Salem City Council on May 23, 2022  
Effective July 1, 2022**