

## **CITY OF MANASSAS PARK**

### **PROCESS FOR TAX MAP AMENDMENT/REZONING PROFFER AMENDMENT**

Welcome to the City of Manassas Park. The purpose of this pamphlet is to outline the rezoning procedures of the City. Hopefully, it will assist you and minimize any unfortunate delays by identifying checkpoints in the procedure.

Before applying, you should meet with the City Planner, as required by City Code Sec. 31-52 (a) for a pre-application meeting. This meeting will provide you the opportunity to discuss the project, and determine whether or not the rezoning is appropriate and necessary. Once it is established that a change in the zoning classification would be necessary, you are ready to prepare the application package.

An application package should include:

- Official application form for Rezoning or Proffer Amendment
- Interest disclosure affidavit
- Special Power of Attorney Affidavit (if needed)
- A certified plat
- Nine (9) sets of the General Development Plan (GDP)
- A list of proffers, if desired
- Written narrative
- Filing fee (non-refundable) made payable to City of Manassas Park with calculation worksheet

The narrative should contain appropriate detail addressing the proposed use and its compatibility with the Comprehensive Plan (see specific instructions in reference manual). If a change of land use designation is necessary, the rezoning application must include a request to amend the Comprehensive Plan. The request should include an explanation of how re-designation of land use for the subject property will be in conformance with the City's goals and policies stated in the Comprehensive Plan.

An analysis of environmental impacts, scenic assets, road alignments, and improvements deemed necessary to minimize impact on surrounding areas will also expedite the review process.