



## Department of Building and Zoning

410 North Main Street, Madison, VA 22727

---

### *Pre-application Meeting Checklist*

---

There is no fee required for pre-application meetings.

Depending on the scope of the project, attendees of the meeting may include, **but are not limited to:** Development Committee Members, County, Department of Economic Development, Department of Building and Zoning, VDOT, Health Dept., Madison County EMS, Madison County Volunteer Fire Department, Madison County Sheriff's Office, Madison County Emergency Management, Rapidan Service Authority, and the Soil and Water Conservation District.

Pre-application process:

- Consult with the Planning and Zoning staff to preliminarily discuss your proposal and questions you need answered to determine the type of pre-application meeting that is needed and what agencies/departments may need to attend. Staff will notify the applicant if this meeting is sufficient, or if an additional meeting is required.
- If it has been determined that the project is ready for a pre-application meeting, please fill out the "Pre-application Meeting Request" form (located on the County website, [madisonco.virginia.gov](http://madisonco.virginia.gov) or in the Building and Zoning office- 410 N. Main St Madison, Virginia 22727.) Along with the following information:
  - A written statement as to the proposal's consistency with the Comprehensive Plan
  - A written description of your proposal, specifically outlining, as applicable:
    - Description of the properties to be developed (Tax Map/ Parcel No., total acreage, existing buildings, and uses/activities current on the property, existing zoning, and Comprehensive Plan land use designation)
    - The proposed use or mix of uses; the proposed density or total square footage of the development, the proposed scale, and the proposed zoning district, and any other information that may help identify potential impacts of the development (such as hours of operation, unique traffic characteristics, etc.)

- A brief description of the surrounding properties including the uses on site i.e., residential, commercial, vacant, etc. and character of the property (mostly wooded, in pasture, etc.)
- Sketch/ Concept Plan is recommended but not required for the meeting request.  
An illustration of the proposal or concept plan may be useful in discussing your project. At minimum you are encouraged to submit a boundary survey or plat of the property or any known prior approved plan or plat of the property. \*See the recommended content for a sketch/concept plan below.
- Submit the following to the front desk of the Building and Zoning Department (410 N. Main St. Madison, VA 22727) by 4:00 p.m.:
  - One (1) completed pre-application meeting request form.
  - One (1) completed pre application meeting checklist.
  - Six (6) copies of all additional information including a Sketch/concept plan (if providing); digital copies are preferred.

\*Sketch/ Concept Plan recommended content:

It is desirable to have an illustration of the following information:

- The parcel(s) to be developed and parcel(s) in the general area of the proposal.
- Location of entrance(s) onto public street(s)
- Location of proposed use (general location of buildings/building areas or existing structure(s)/ area to be used on a developed site)
- Parking locations
- Major environmental features (water bodies/ floodplain, area of 25% > slope)

The more information about the proposal, the better the Development Committee and staff can assess the issues and provide feedback on the overall proposal. Particularly for larger scale projects, the following is encouraged:

- Grading activity (rough concept for grading or detailed grading plan if available) or topographic information for the property with 25% slopes identified. This information is available on the County GIS site:
- [Madison County, VA \(webgis.net\)](http://webgis.net)
- For properties along major county roads i.e. Route 15, 29, 230, 231, Etc.) the general location for landscape areas, wooded areas etc. is encouraged.

NOTE: illustrative info. /sketch plan does **not** need to be an engineered plan; a basic “sketch plan” may be adequate for most pre application meetings. Map information/ layers are available on the County’s GIS site. And can be used to obtain some of the required or recommended information.

**Applicants must be physically present at the Development Committee meeting. Should the applicant face challenges to physically attend, such as geographical location or unfortunate circumstances, the applicant shall make a written statement to the Department of Building and Zoning as to why they are unable to attend and then staff will provide a remote attendance option.**