



Department of Building and Zoning

410 North Main Street, Madison, VA 22727

Development Committee Pre-application Meeting Process for Special Use Permits or Zoning Map Amendments

Pre-application meeting process and guiding principles:

- The pre-application meeting is intended to provide the necessary guidance to an applicant to ensure the proposed project is well managed throughout the review process. To schedule your meeting please contact Building and Zoning at (540)948-6102.
- It is key for all to understand that the objective of a pre-application meeting is to ensure that an imminent Zoning Map Amendment or Special Use Permit application is submitted in the most complete form possible, consistent with submittal requirements of the Madison County Zoning Ordinance and key supplemental information needed for the review is provided with the application submittal.
- If the pre-application meeting is to discuss more general concepts and options for development, and the specific scope of the project is not known yet, then the meeting will likely be considered an “exploratory” pre-application meeting. Staff will advise the applicant at the exploratory pre-application meeting whether an additional meeting is needed or will be waived by the Director of Building and Zoning. All Special Use Permits or Zoning Map Amendments (Rezoning request) shall go through the Development Committee pre-application meeting process before being considered by or forwarded to the Planning Commission.

Pre-application meeting purposes:

Whether considered an exploratory pre-application meeting or determinate pre-application meeting, the meeting is intended for the following:

- Provide the applicant, Development Committee members, and County staff with a common understanding of the proposed project.
- Inform the applicant about the proposed project’s consistency with the Comprehensive Plan, other relevant policies, and county regulations.

- Broadly identify issues raised by planning, zoning and/or any other relevant entity, or issues raised by the applicant that may need to be addressed.
- Inform the applicant about the applicable review procedure and Planning Commission work sessions.
- Determine the information the applicant must submit with the application including supplemental information pertaining to the proposal