Request to Be Placed on the Agenda

To be placed on a Mount Vernon Council committee agenda, please provide the information below, as pertinent, and email this form and supporting documents to the chair of the appropriate committee. Visit the Council’s Board of Directors web page (www.mvcca.org/board.html) for the current contact information, including email addresses.

Committee: □ Transportation □ Planning & Zoning □ Environment & Recreation
□ Public Safety □ Consumer Affairs □ Health & Human Services
□ Education □ Budget & Finance (County) □ Affordable & Workforce Housing

1) The application number (RZ, SEA, PCA, etc.) ____________________________________________________________
   The name of the staff coordinator: _________________________________________________________________

2) The street address of the property, including city and ZIP code. If several parcels are being consolidated, send the
   address of a central parcel so the project can be located on a map:
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

3) The tax map reference number(s):
   ____________________________________________________________________________________________

4) The name(s) of the presenters and their relationship (attorney, owner, designer, etc.):
   ____________________________________________________________________________________________

5) The specific request of the application (for example rezoning from R-2 to PDH-5 with a net density of 4.7 DU/AC or fill
   123 cubic yards in a floodplain or permit the use of gas station with mini-mart):
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

6) A one-paragraph summary of the project describing the scope of the project, why the project is desirable, the product
   proposed, product pricing, and anything else deemed important to understanding the project. This paragraph will be
   the basis for the descriptive text in the agenda:
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
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   ____________________________________________________________________________________________

7) □ The Statement of Justification in electronic form is attached
8) □ The most current site plan or development plan (digital) is attached
9) □ A copy of the staff report is attached or
   Staff report link: ____________________________________________________________________________
10) □ A copy of the proffers statement is attached.
11) Planning Commission date: ______/______/______
    Board of Supervisors date: ______/______/______

12) Modifications Proffer* □ NO □ YES □ Will also explain/discuss at committee meeting
    Do you agree to a development condition or proffer that if the application is approved by the Board of Supervisors or the Board of
    Zoning Appeals, from that day forward every request for a change will be sent by the developer to the Mount Vernon District
    Supervisor and the District Planning Commissioner, and that the Supervisor has a minimum of two weeks to inform you whether the
    change is not significant and can proceed according to normal County procedures, or the change is significant and will be reviewed
    by persons of the Supervisor’s choosing. Plan changes that are covered by this proffer include:
    * the size, quantity, height, orientation, or exterior appearance of a building or buildings
    * the size, orientation, or characteristics of an open space, tree save area, or recreation area
    * the size, capacity, or design of any stormwater management facility, any increase in the amount of impervious surface, any
      change in drainage, or any new or increased fill or encroachment into an RPA
    * any increase in the area included within the limits of clearing and grading, the addition of or increase in height of any retaining
      wall, or more than a 5% increase in soil filling
    * any change in the infrastructure including roadways, sidewalks, lighting, utility lines, buffering / screening, or landscaping.
    * The modifications proffer does not modify or replace any regulation or county dictated process for requesting a change to approved
      plans. The proffer is to provide opportunity for the community to learn of plan changes before they are submitted for County approval. The
      Planning Commissioner and the Supervisor do not grant approval of the change; rather, they only determine whether the requested
      change warrants review by the community. The majority of requested changes are considered “not significant” and the Supervisor will be
      able to respond in a day or two and not cause any delay in the development schedule.