

## 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](http://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:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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.