



**AGRICULTURAL AND FORESTAL
DISTRICT (AFD)**

APPLICATION

PLANNING DIVISION

County of New Kent, Virginia
Web site: www.co.new-kent.va.us

OFFICE USE ONLY
DO NOT WRITE IN THIS BOX

Application #: AFD- _____
Date Received: _____
Application Fee: \$ _____
Effective date for tax _____
Purposes: _____

New Kent County ♦ Community Development Department-Planning ♦ PO Box 150 ♦ New Kent, VA 23124 ♦ Phone 804-966-8580 ♦ Fax 804-966-8531
Use PO Box for all mail. Street address: 12007 Courthouse Circle, New Kent, VA 23124 FOR DELIVERIES ONLY

PROCEDURES FOR CREATION WITHDRAWAL FROM AN AFD

1. The applicant shall prepare an application, including all required information. Applications will not be accepted if the application does not have the following.
 - a. Completed form, including tax parcel, g-pin number and proper signature(s).
 - b. Adjacent property owners list certified by the Commissioner of Revenue.
 - c. The required fee payment of \$50.00 per parcel plus \$0.25 per acre, up to a maximum of \$500.00; this must be remitted with your application.
 - d. The required maps.

When the fee is paid, the application will be accepted if complete.

Staff will review the application to verify its completeness. Any omission, incorrect, or incomplete information can delay the processing of an application, so the staff will notify the applicant if any items are so affected. A specific deadline for submittal or missing or incomplete information will be set. Applications will be deferred for processing if the requested information is not provided by the deadline specified.

Once the staff has completed its preliminary review of the application, the application is certified as being ready for Board of Supervisors review and is placed on the Board's agenda. The applicant is notified by letter of the date of the meeting.

2. Upon the receipt of an application, the Board of Supervisors shall refer it to the Planning Commission.
3. The Planning Commission shall post and publish the appropriate notices required under Section 15.1-1511 of the Code of Virginia.
4. After the initial thirty (30) day period has expired, the Planning Commission shall refer the matter to the AFD Advisory Committee for recommendations.
5. After receipt of recommendation of the AFD Advisory Committee, the Planning Commission shall hold a public hearing.
6. Within thirty (30) days of holding its public hearing, the Planning Commission shall forward its recommendation to the Board of Supervisors. The report will include, but not be limited to the potential effect of the district and proposed modifications upon the County's planning policies and objectives.
7. The Board will then hold a public hearing on the application.

A copy of this completed form and required maps shall be submitted by the applicant landowners of the local governing body.

TO BE COMPLETED BY PROPERTY OWNER

PROPERTY OWNER(S)

Name(s): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

PROPERTY INFORMATION

Name of District being Withdrawn from: _____
Reason for Request of Withdrawal: _____
Tax Assessor's Map and Parcel No.(s): _____ Acreage(s): _____
GPIN(s): _____
Deed Book/Plat Book Reference No.(s): _____
Number of Dwellings on Parcel(s): _____
No. and Types of Other Buildings/Improvements on Parcel(s): _____

Acres Devoted to Pasture: _____
Acres Devoted to Marsh/Wetlands: _____
Acres Devoted to Tilled Cropland: _____
Acres Devoted to Timber: _____
Current Assessed Value: _____
Current Zoning: _____

(Above information is available from the Commissioner of Revenue)

Comprehensive Plan Designation: _____

(Available from the Planning Department)

Signature of Property Owner

Date

Printed Name of Property Owner

Signature of Property Owner

Date

Printed Name of Property Owner

ADJACENT PROPERTY OWNERS

Applicant's Statement:

I hereby certify that the names and addresses below are those of the adjacent property owners listed in the current tax records of the Commissioner of Revenue of New Kent County and surrounding municipalities. Adjacent property includes all property across roadways (public and private), watercourses, railroads, and/or municipal boundaries.

Signature

Date

Signature

Date

	<u>Tax Map & Parcel Number</u>	<u>Name</u>	<u>Address</u> (include City, State & Zip)
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