



**AGRICULTURAL &  
FORESTAL DISTRICT (AFD)  
APPLICATION**

COUNTY OF NEW KENT, VIRGINIA  
WEB SITE: [www.co.new-kent.va.us](http://www.co.new-kent.va.us)

OFFICE USE ONLY	
Application #:	
Date Received:	
Application Fee: *\$	

◆ Environmental Division, Community Development ◆ P O Box 150 ◆ New Kent, VA 23124◆  
 ◆ Phone 804-966-8580 ◆ Fax 804-966-8531◆  
 ◆ Street address for deliveries: 12007 Courthouse Circle, New Kent, VA 23124◆

**PROCEDURES FOR THE CREATION OF A DISTRICT OR ADDITION TO AN EXISTING DISTRICT**

1. The applicant(s) must schedule a pre-application meeting with the environmental staff to discuss the creation or extension of an AFD before required reports are requested (see below) and the application is submitted to the Environmental Office. It is helpful to have a sketch plan at this meeting to ensure the parcel(s) meet the minimum requirements. Acreage requirements are 5 acres active Agriculture, 20 acres Forestry, 200 acres for a district creation. Contiguous parcels may be used to meet minimum acreage requirements. For additions to existing districts the parcel must be adjacent to a currently enrolled parcel or generally within 1 mile of the existing district core.
2. The applicant(s) shall prepare an application, including all required information. Applications will not be accepted if the application does not have the following.
  - a. Completed application; including all property owner signatures.
  - b. Completed application from any additional applicants in the proposed district to be created.
  - 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. A copy of the recorded deed for each parcel.
  - e. A soils report from the Colonial Soil and Water Conservation District for each application.
  - f. An agricultural significance report from the Virginia Cooperative Extension.
  - g. A forestal significance report.
  - h. The following required maps for each application.
    - Maps and aerial photographs, or equivalent, that shows the boundary of the proposed district or the existing district and the boundary of the addition (parcels owned by the applicant (s)).
    - Directional or road maps, or equivalent, for the locality that shows the general location of the proposed district or district addition.
    - Parcel Map of the proposed district or the existing district and the boundary of the addition owned by the applicant (s).

Staff will review the application to verify its completeness. Any omission, incorrect, or incomplete information can delay the processing of an application. 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.

3. **APPLICATION DUE DATE:                    MARCH 1**
4. Multiple meetings and public hearings are required for the AFD application process. The success of your application may strongly depend upon your attendance or a representative's attendance at the AFD Advisory Committee Meeting and the two public hearings.

**The Required Information May be Obtained From the Following Offices \***

1. Colonial Soil and Conservation District P.O. Box 659 Norge, VA 23127	757.645.4895 Email: <a href="mailto:brian.noyes@colonialswcd.net">brian.noyes@colonialswcd.net</a> (The AFD application should be mailed or e-mailed)
2. Virginia Cooperative Extension 11809 New Kent Highway, Suite 1 New Kent, VA 23124	804.966.9645 804.966.5013 - Fax
3. Area Forester - Department of Forestry 11301 Pocahontas Trail Providence Forge, VA 23140	804.966.2209 804.966.9801 - Fax
4. Commissioner of Revenue County Administrative Building 12007 Courthouse Circle, Rm 202, P.O. Box 99 New Kent, VA 23124	804.966.9610 804.966.5562 - Fax

*\* Please provide a copy of the application to each agency when requesting the required reports.*

**Meeting and Public Hearing Process**

1. Once the staff has completed its preliminary review of the application and the application is considered complete, the application will be forwarded to the AFD Advisory Committee for review.
2. After receipt of recommendation of the AFD Advisory Committee, the Planning Commission shall hold a public hearing. The Planning Commission shall post and publish the appropriate notices required under Section 15.2-4307 of the Code of Virginia.
3. 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 limited to, the potential effect of the district and proposed modifications upon the County's planning policies and objectives.
4. The Board will then hold a public hearing on the application within 180 days from March 1.

**Dates To Remember – Applicants or a representative should attend the meetings in bold.**

**Date of Pre-Application Meeting:** \_\_\_\_\_

**Complete Application Submittal:** \_\_\_\_\_

**AFD Advisory Committee Meeting:** \_\_\_\_\_ Action: \_\_\_\_\_

**Planning Commission Public Hearing:** \_\_\_\_\_ Action: \_\_\_\_\_

**Board of Supervisors Public Hearing:** \_\_\_\_\_ Action: \_\_\_\_\_

*See attached application*

**TO BE COMPLETED BY PROPERTY OWNER**

**PROPERTY OWNER (S) – Please use additional page if necessary**

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

**EXISTING DISTRICT INFORMATION**

Name of Existing District to be extended: \_\_\_\_\_  
Acreage of Existing District: \_\_\_\_\_  
Existing District Renewal Date: \_\_\_\_\_

**PROPOSED DISTRICT INFORMATION**

Proposed District Name (name of nearest named body of water or swamp): \_\_\_\_\_  
Proposed District Acreage: \_\_\_\_\_  
Proposed District Renewal Date: \_\_\_\_\_

**PROPERTY INFORMATION**

Tax assessor's Map and Parcel No.: \_\_\_\_\_ Acreage: \_\_\_\_\_  
GPIN: \_\_\_\_\_  
Deed Book/Plat Book Reference No.: \_\_\_\_\_  
Number of Dwellings on Parcel: \_\_\_\_\_  
Number and types of other improvements on parcel: \_\_\_\_\_

Current Assessed Value: \_\_\_\_\_  
Acres Devoted to Pasture: \_\_\_\_\_  
Acres Devoted to Crop Production: \_\_\_\_\_  
Acres Devoted to Animal Production: \_\_\_\_\_  
Acres Devoted to Timber: \_\_\_\_\_  
Acres Devoted to Marsh/Wetlands: \_\_\_\_\_  
**(Above information is available from the Commissioner of Revenue)**  
Current Zoning: \_\_\_\_\_  
Comprehensive Plan Designation: \_\_\_\_\_  
**(Available from the Planning Department)**

**ADJACENT PROPERTY OWNERS**

Adjacent property owner information can be found in the Commissioner of Revenue’s office where the tax parcel information is available or on-line using the Interactive GIS found on the County website under the Online Services tab, <http://www.co.new-kent.va.us>

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 \_\_\_\_\_

	<b>Tax Map &amp; Parcel Number</b>	<b>Name</b>	<b>Address, City, State &amp; Zip</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

*Please use additional pages if necessary*

**Conditions Proposed by Property Owner**

Please describe any conditions to the creation of a district and any that may apply for the period before the review of the district

---

---

---

---

---

**Property Owner Signature**

The name and original signature of each property owner applying for the creation of a district or an addition to an existing district must be submitted with the application. The application cannot be accepted without the original signatures of ALL property owners.

All property owners hereby certify that this application and any attachments are true and correct:

Signature of Property Owner	Date	Printed Name of Property Owner
-----------------------------	------	--------------------------------

Signature of Property Owner	Date	Printed Name of Property Owner
-----------------------------	------	--------------------------------

Signature of Property Owner	Date	Printed Name of Property Owner
-----------------------------	------	--------------------------------

Signature of Property Owner	Date	Printed Name of Property Owner
-----------------------------	------	--------------------------------