



**Application and Review Procedure for
Modifying an Agricultural and Forestal District (AFD)**
Powhatan County, Virginia
Department of Community Development

1. Pre-Application Conference

The applicant may meet with representatives from the Department of Community Development to discuss the request and review process.

2. Application Submittal and Acceptance

An application requesting a new AFD or a modification of an AFD may be submitted to the Department of Community Development. A modification includes the following requests:

- Creating a New AFD

Modifications include the following:

- Adding Parcels to an Existing AFD
- Removing Parcels from an Existing AFD

A complete application will include the following attachments:

- Copy of the Recorded Deed
- Map of Property (Including Aerial Imagery)
- Statement of Validity of Information
- Consent of Owner(s) to Permit Request
- Supporting Materials (see p. 3 of application)
- Required Application Fee (\$300.00)

Incomplete applications will not be processed.

3. Staff Review

The application will be reviewed by the Department of Community Development.

4. AFD Advisory Committee: Review

The application will be reviewed by the Agricultural and Forestal District (AFD) Advisory Committee, which will make a recommendation to the Planning Commission as to whether the request should be approved or denied.

5. Planning Commission: Public Hearing and Review

The Planning Commission will hold a public hearing and review the request. After discussion, the Planning Commission may recommend approval, denial, or deferral. This recommendation is forwarded to the Board of Supervisors.

6. Board of Supervisors: Public Hearing and Decision

The application will be reviewed by the Board of Supervisors, which will approve or deny the request.

For parcels accepted into the AFD program, the Commissioner of the Revenue will administer the associated property tax benefits.



County of Powhatan, Virginia
 Application Modifying an
 Agricultural and Forestal District
 (AFD)

For Office Use Only

Case Number

Powhatan County, Virginia
 Department of Community Development
 3834 Old Buckingham Road: Suite F
 Powhatan, VA 23139

Owner Information	
Name	
Mailing Address	
Phone Number	
Email Address	
Application Type	
	Creation of an AFD
	Addition to an Existing AFD (AFD Name: _____)
	Withdrawal from an Existing AFD (AFD Name: _____)
Parcel Information	
Tax Map Number(s)	
Physical Address	
General Description of Property Location	
Total Acreage	
Current Zoning	
Comprehensive Plan: Land Use Designation	
Election District	
Current Deed (Deed Book/Page)	

Land Use Information		
Number of Existing Dwellings on Property		
Acreage: Pasture		
Acreage: Tilled Crops		
Acreage: Wetlands (Environmental Sensitive Areas)		
Acreage: Timber		
Acreage: Other Land Uses		Explain Other Uses (If Applicable):

Supporting Materials
<p>To demonstrate that the property is being used for bona fide agricultural and/or forestal purposes, you maybe asked for one or more of the following or subject to a site visit.</p> <ul style="list-style-type: none"> • <i>Soil and/or water report</i> • <i>Farm management plan</i> • <i>Agricultural significance report</i> • <i>Forestry management report</i> • Any information other than the documentation listed above that demonstrates that the property is used for purposes of the AFD. • Priority Conservation Area

Statement of Validity of Information		
Every applicant shall sign the following document to substantiate the validity of submitted information.		
<p>I, being duly sworn, depose and say that I am the Owner of the property involved in the application. If I am not the Owner, I will provide written certification from the owner granting me the right to submit this application.</p> <p>I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.</p>		
Signature of Applicant		
Name of Applicant (Printed)		
Commonwealth of Virginia County of _____, to wit: Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.		
Notary Public		Seal
Commission Expires		
Notary Number		

Ownership Disclosure

List below the names and addresses of all owners or parties in interest of the land subject to this request.
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, and directors.

Name	Address

I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting approval of the application submitted for Tax Map _____.

If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

Signature of Applicant

Name of Applicant (Printed)

Commonwealth of Virginia
 County of _____, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Consent of Owner(s) to Permit Request

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application.

I, _____, am the owner of the property subject to this request and consent to the request submitted by _____ (Applicant) involving Tax Map _____.

Signature of Owner	
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Name of Owner (Printed)	
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Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Applicant's Permission for Inspection of Property		
<p>I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter and inspect the property to verify its compliance with the requirements of the AFD during the application process. At least twenty-four (24) hours notice will be provided to the land owner before any such inspection.</p>		
Signature of Applicant		
Name of Applicant (Printed)		
<p>Commonwealth of Virginia County of _____, to wit:</p> <p>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____, 20_____.</p>		
Notary Public		Seal
Commission Expires		
Notary Number		