



Development Advisory - 42

July 3, 2018

Final Proffer Statement Deadlines for Conditional Rezoning – New Procedures

Effective immediately, the deadlines for the submission of executed final proffer statements, and all supporting documentation, will be strictly enforced.

In addition, due to changes in legal advertising deadlines by the Virginian Pilot/Clipper, the deadline for amended proffers after a City Council continuance must be changed to ensure that amended proffers are advertised as required by the Zoning Ordinance. The deadline will be the same date for all final proffer statements and supporting documentation:

- **Twelve (12) days following the Planning Commission meeting** on which the Planning Commission voted on the application.
- For items that have been continued by City Council to a future meeting, the deadline for amended proffers is **twenty-two (22) days prior to the date on which City Council will hear the application.**

The final proffer deadline dates for all applications for the remainder of the year are: July 23, 2018; August 20, 2018; September 24, 2018; October 22, 2018; November 26, 2018; and December 21, 2018.

Final proffer statements must be signed by both the agent(s) and the owner(s) and be notarized with original signatures and every page initialed and dated by both the agent(s) and owner(s). All supporting legal paperwork, such as Power of Attorneys and Affidavits, must also be submitted and contain original signatures and be notarized.

If there are any proffer changes after the Planning Commission hearing, the proffer statement must also be submitted electronically in an editable version of MS Word. Deletions must be shown as strikethrough and new language must be underlined.

Applicants are strongly encouraged to submit final proffer statements and supporting documentation prior to the above deadlines so that the City Attorney's Office can approve as to form. **Any proffer statements and supporting documents that are not approved as to form by the day after the above deadlines will not be advertised for City Council's consideration and staff will be recommending a continuance.**

All proffers statement shall be submitted to Current Planning Administrator Tim Howlett in the Chesapeake Planning Department. All forms are available on line by visiting: <http://www.cityofchesapeake.net/government/city-departments/departments/Planning-Department/applications-forms/rezoning.htm>.

If you have any questions, please contact the Chesapeake Planning Department at (757) 382-6176 or via email thowlett@cityofchesapeake.net.