

# Purchase of Development Rights



## Application

OCTOBER 2018

Stafford County Department of Planning and Zoning  
1300 Courthouse Road  
P.O. Box 339  
Stafford, VA 22555-0339  
Phone: 540-658-8668  
Fax: 540-658-6824  
[www.staffordcountyva.gov](http://www.staffordcountyva.gov)

## NOTICE

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.



## Application Instructions and Information

**Pre-application Meeting:** It is recommended that a preliminary conference is held with staff to discuss the application before it is filed.

**Application Form:** Type or print clearly in dark ink. Complete all items to the best of your ability; if additional space is needed, please attach separate pages. **All property owners must sign the application.**

**Deeds:** Copies of the deed, under which the property was acquired, must accompany the application. If combining more than one parcel in the application, deeds to all parcels **must** be included.

**Deeds of Trust:** If there are any deeds of trust (mortgages) on the property they must be included in the application.

**Survey or Plat:** Include a survey or plat of the property indicating the area you wish to include in the application as well as the approximate acreage. If you do not have a survey or plat, copies may be obtained by contacting the Clerk of Circuit Court at (540) 658-8752.

**Deed of Easement:** A sample deed of easement can be found on the County's website:  
[www.staffordcountyva.gov](http://www.staffordcountyva.gov)

**Ordinance:** Chapter 22A of the Stafford County Code may be found on the County's website.

**Property Size:** Property must be no less than 20 acres. This may include multiple **contiguous** parcels or a portion of a parcel.

**APPLICATIONS MUST BE RECEIVED BY 4:30 PM, SEPTEMBER 15, 2017, TO BE CONSIDERED.**

PLEASE SUBMIT APPLICATION MATERIALS TO:

Kathy C. Baker, PDR Program Administrator  
P.O. Box 339  
(1300 Courthouse Road)  
Stafford, Virginia 22555

If you need any additional information, you may contact Kathy Baker at (540) 658-8668 or e-mail at [kbaker@staffordcountyva.gov](mailto:kbaker@staffordcountyva.gov)



STAFFORD COUNTY  
Department of Planning and Zoning

RECEIVED BUT NOT OFFICIALLY  
SUBMITTED  
DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

**PURCHASE OF DEVELOPMENT RIGHTS APPLICATION**

PRIMARY CONTACT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

GENERAL PROPERTY INFORMATION

TAX MAP AND PARCEL(S) # \_\_\_\_\_

TOTAL ACREAGE: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

PRINCIPAL USES OF PROPERTY (grazing, timber harvesting, crops, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER(S) OF RECORD

(If same as primary contact please indicate in first box)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

(Add additional pages if needed)



**Please clearly answer the following questions for each parcel submitted. Provide attachments if additional space is necessary.**

1. Indicate all deeds of trust against the parcel:

*Deed and Instrument Number -*

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*Trustee Names -*

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2. List all present or pending liens, judgments or court proceedings against the parcel by date, parties involved, instrument number, legal reference or case number.

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3. Is the parcel subject to leases, options or restrictions on the use or sale of any property rights? Include the types and holder of each category.

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4. List any easements established on the parcel (e.g., utility, storm drainage, access, historical preservation, etc.) and their approximate location.

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5. Does the parcel contain cropland or pasture land that has been harvested or grazed at least three (3) out of the past five (5) years? Include the years and type of crop or livestock.

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6. What is the approximate acreage of open areas including, but not limited to, cropland, pasture or fallow?

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**Questionnaire (Continued)**

7. Have the owners filed or implemented any of the following Soil or Water Conservation Quality Conservation Plan Categories approved by the Tri-County Soil and Water District? Please check all that apply.

- Nutrient Management Plan;  Conservation Tillage;  Grazing Land Protection;
- Cover Crops;  Stream Bank Protection;  Not aware if any of these exists for the property

8. List any other conservation plans filed or implemented through another agency.

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9. Has a Forest Management Plan or Forest Stewardship Plan been approved for the parcel?

- Yes;  No;  Not Sure

10. List the number of structures on the parcel and their use.

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11. Is the parcel within a national or state/archaeological district or contain a national or historic landmark? If so, please explain.

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12. Does the parcel contain areas of archaeological significance identified by an archaeologist? If so, please explain.

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13. Is the parcel subject to any of these conditions?

- Potential forced sale;  Estate settlement sale;  Approved preliminary subdivision plan;
- Not subject to these conditions

14. Is the property owner older than the average age of Stafford County farmers according to the most recent USDA Census of Agriculture? (The 2012 census indicates 58.3 as the average age.)

- Yes;  No



**Questionnaire (Continued)**

15. Is the property designated as, or associated with, a Century Farm as recognized by the Virginia Department of Agriculture and Consumer Services?

Yes;  No

16. Are the owners interested in applying any of the following restrictions to the parcel?

- Timber harvesting restrictions or timber buffers;
- No new dwellings to be located on the property;
- No further division of parcel;  No additional restrictions;
- Would like additional information from the PDR Administrator

17. Are the owners interested in including additional restrictions in the Deed of Dedication beyond those described in the PDR Ordinance and sample deed? If so, please explain.

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18. If additional dwelling units are proposed on the parcel, state how many and provide their approximate location.

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**Statement of Understanding**

**I/We hereby make application to Stafford County for the sale of development rights on the Assessor’s Parcel’s identified as Tax Map and Parcel Number(s):**

**Pursuant to the Code of Stafford County, Chapter 22A, Purchase of Development Rights Program (hereby PDR); I/We understand and acknowledge that I/We incur no obligation by completing this application, and that Stafford County incurs no obligation by its acceptance of this application. I/We certify that, to the best of my/our knowledge, that the information contained in this application and attached materials is true and correct. I/We grant permission to the PDR Administrator or his/her designee and an independent appraiser to enter the property, after reasonable notice to the contact person identified in this application for the purposes of evaluating the parcel(s). Furthermore, I/We grant permission for the County Assessor or an independent appraiser to appraise the property and for the PDR Administrator and his/her designee to have access and obtain information from the Tri-County Soil and Water Conservation District, and from the USDA Farm Service Agency for the purposes of ranking and evaluating the subject parcel(s).**

**ALL OWNERS OF RECORD MUST SIGN AND DATE THIS APPLICATION**

| <u>PROPERTY OWNER(S) OF RECORD</u> |                     |
|------------------------------------|---------------------|
| SIGNATURE: _____                   | PRINTED NAME: _____ |
| DATE: _____                        |                     |
| SIGNATURE: _____                   | PRINTED NAME: _____ |
| DATE: _____                        |                     |
| SIGNATURE: _____                   | PRINTED NAME: _____ |
| DATE: _____                        |                     |

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