



**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 must meet with representatives from the Department of Community Development to discuss the request and review process.

**2. Application Submittal and Acceptance**

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

- Creating a New AFD
- 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		
Acreage: Timber		
Acreage: Other Land Uses		Explain Other Uses (If Applicable):

Future Land Use		
Does the property owner intend to develop the property into a more intensive use within the next eight (8) years?	Yes	If Yes, Describe Planned Uses:
	No	

Supporting Materials
<p>To demonstrate that the property is being used for bona fide agricultural and/or forestal purposes, provide at least one of the following documents with this application:</p> <ul style="list-style-type: none"> <li>• <i>Soil and/or water report</i> from the Monacan Soil and Water Conservation District</li> <li>• <i>Farm management plan</i> from the Monacan Soil and Water Conservation District</li> <li>• <i>Agricultural significance report</i> from the Virginia Cooperative Extension</li> <li>• <i>Forestry management report</i> from the Virginia Department of Forestry</li> <li>• Any information other than the documentation listed above that demonstrates that the property is used for agricultural and/or forestal purposes.</li> </ul>

**Statement of Validity of Information**

Every applicant shall sign the following document to substantiate the validity of submitted information.

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.

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.

<b>Signature of Applicant</b>	
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<b>Name of Applicant (Printed)</b>	
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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\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**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, directors, and any stock holders owning ten percent or more of such stock must be listed.

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\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**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 \_\_\_\_\_.

<b>Signature of Owner</b>	
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<b>Name of Owner (Printed)</b>	
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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\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

<b>Applicant's Permission for Inspection of Property</b>		
<p>I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.</p>		
<b>Signature of Applicant</b>		
<b>Name of Applicant (Printed)</b>		
<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>		
<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		