



Goochland County
Department of Community Development
Preapplication Development Process
May 2025

Key Preapplication Review Milestones



STAGE 1 – Preapplication and Preapplication Meeting

Preapplication Application Complete

- Once the preapplication is complete, the Director of Community Development assigns the case planner. The case planner will be the point of contact for the applicant.

Public Record and the Planning and Development Activity Report

- Once the preapplication is submitted, it becomes public record and is made public on EnerGov. In addition, the preapplication description is added and published in the monthly BOS agenda packet. The description includes the election district, the name of the applicant, what they are requesting, the location and size of the property, the comprehensive plan designation and the name of the case planner.

Preapplication Meeting

- A preapplication Meeting is scheduled with the applicant and staff.
Staff includes Planning & Zoning; Building Inspection; Environmental; Transportation; Utilities and/or Health Dept.; and Economic Development, if applicable.

Preapplication Meeting: Follow-up

- The case planner contacts the applicant by COB Friday following preapplication meeting to notify applicant of any additional required information/documentation (conceptual plan, follow up with the health department and/or VDOT...) needed prior to bring the case to the Development Review Meeting #1. If the application is for a conditional use permit, they will be provided with standard conditions if applicable. They will also be told if a transportation analysis is required.

STAGE 2 - Development Review Meeting #1 (Pre-Community Meeting)

- At the Development Review Meeting, the case planner presents the application to staff and solicits comments and concerns about the case.

Staff includes Planning & Zoning; Building Inspection; Environmental; Transportation; Utilities and/or Health Dept.; VDOT; Fire/Rescue; County Attorney; Sherriff; Assessor; Schools; Parks and Recreation



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- Case Planner shares comments from the meeting with applicant by COB Friday following Development Review Meeting #1

STAGE 3 - Community Meeting Scheduled

- The community meeting is the applicant's meeting where they share the proposed application with the community and is required by code. The case planner will attend the meeting to answer questions about the zoning process.
- Community meetings are scheduled through County Staff. The date, the letter and location must be approved by staff. The meeting invitations must be sent to adjacent property owners 2 weeks prior to the meeting. Letters are mailed by the applicant. The traffic study, if applicable, must be completed prior to scheduling the Community meeting.
- Following the community meeting, the case planner and applicant work together to address concerns from the Community Meeting prior to Development Review Meeting #2

STAGE 4 - Development Review Meeting #2 (Post-Community Meeting)

- At the Development Review Meeting #2, the case planner presents the revised application to staff and solicits comments and concerns about revision made to the case or any outstanding issues.
 - Case Planner shares comments from the meeting with applicant by COB Friday following Development Review Meeting #2

Notes:

- 1) The Director of Community Development may deem the application does not need to go to a second Development Review meeting provided the preapplications that do not generate State or County staff concerns, which may include CUP renewals, proffer amendments, second dwelling units, and similar.
- 2) The Director of Community Development may schedule additional Development Review Meetings for selected preapplications when additional review may be necessary or beneficial for the applicant or review agencies.

STAGE 5 - Preapplication Process Concludes

The Director of Community Development determines if the applicant is eligible to file an application by the next filing deadline date.