

# ZONING APPLICATION CHECK LIST

(Rev. 07/09/04, 4/28/05, 8/10/06)

## ADMINISTRATIVE CHANGE

If you are requesting a change to a site plan or use permit (including change in use, signage, etc.), installing/upgrading telecommunications antennas or equipment shelters on an existing building, or need a temporary construction trailer(s) on a special exception site, you need to apply for an ADMINISTRATIVE CHANGE. (2 copies of each item)

Application form  
Plans showing proposed changes  
Drawing of trailer, etc.  
Plat  
Fee  
Homeowner's or condominium association written consent if applicable

For Antennas, all of the above plus:  
Building owner's written consent  
Roof plan  
Elevations for more than one side

## BUILDING PERMIT

Copy of plat (to scale) for zoning files  
Building permit application and plans (to scale)  
(Building permit applications are obtained from Room 804, Inspection Services)  
Zoning fees included in total fee

## CERTIFICATE OF OCCUPANCY

A certificate of occupancy is required for any occupancy, change of occupancy, use or change of use of any land or building (new or existing), or change of ownership of any business or building, or condo/coop conversion of a building. (See section on Administrative Change if applicable)

Application form  
Use of the previous tenant  
Building permit number (if applicable)  
Parking requirement  
Floor plan (change of use of space)  
Fee (according to use and/or square footage)

For new multi-family residential and commercial buildings  
Application form  
Building permit numbers  
Shell and Core Certificate of Occupancy (elevator buildings)  
Master Certificate of Occupancy  
Partial Certificates of Occupancy  
Fee

### New Single Family Dwelling

Application form  
Building permit number  
4 wall check plats  
2 final plats  
Fee

### For Restaurants

Application form  
Building permit number, if applicable  
Two copies of the Seating plan with number of seats  
Parking requirement (parking plan if new restaurant or increase in number of seats)  
Fee

### For Outdoor Cafes (on private property)

Application form  
(Administrative Change Form if applicable)  
Two copies of the Seating plan with number of seats  
Plat of property showing property lines  
Fee

(Outdoor Cafes in the public right-of-way will require a use permit or site plan amendment.)

For Uses Requiring an assembly permit, apply for a regular Certificate of Occupancy and contact the Fire Department to apply for the assembly permit (theaters, community centers etc.)

### For Temporary Tents

Application form  
Plat of property showing property lines and placement of tent  
Building Permit (tents over 900 square feet)  
Flame Retardant Certificate  
Fee

## **HOME OCCUPATION PERMIT**

If you operate an allowed business from your home, you need a Home Occupation Permit  
Application form (fill out and have reviewed and signed by zoning staff)

## **SIGNS**

Sign Permit Application Form

Two pictures/drawings of the proposed sign including dimensions

**Two drawings showing proposed sign placement on building (please include entire frontage of building)**

Two copies of plans for attachment or structures (to scale)

Photo of existing signs (showing entire frontage/elevation of building)

Plat showing proposed location of freestanding sign

Administrative Change Form if applicable

Administrative Change Fee

Sign permit fee

## **FENCES**

Fence Permit Application Form

Two copies of plat showing proposed location of fence

Two copies of plans with elevations if retaining wall or wall over 2 feet high

Administrative Change Form if applicable

Administrative Change Fee

Fence permit fee

## **BANNERS** (see signs)

Sign permits can be issued for permitted temporary banners limited to 20 square feet in area for a period of 30 days (see sign permit application process above)

### Banners across a street right-of-way or at the location of an event

(Major public event or activities held in the County for community-oriented cultural, educational, civic or historic purposes funded in whole or in part, directly or indirectly, by the County government or by another governmental entity, and open to the general public without an admission charge.)

Sign permit application form

Certification from a professional sign installer

Direct pay letter (\$2,500 per banner)

Evidence of insurance of sign installer and authorization to work in Virginia

Permission from Virginia Department of Transportation (if applicable)

(See handout on policy for placement of temporary banners)

## **POLITICAL SIGNS**

(See handout)

## **SITE PLANS, REZONINGS, AND USE PERMITS (NEW AND AMENDMENTS)**

(See checklists)

## **VARIANCE**

(See handout)