

## PAGE COUNTY ZONING PERMIT APPLICATION INSTRUCTIONS

- 1) The zoning application fee, as described below, is due when this application is returned:
  - \$45.00 for Residential Accessory Structures, Additions to Accessory Structures, and Decks
  - \$200.00 for Residential New Homes, Additions to Existing Homes, and Porches
  - \$75.00 for Commercial Accessory Structures, Additions to Accessory Structures, and Decks
  - \$300.00 for Commercial New Structures and Additions to Existing Structures
  - \$1600.00 for New Towers and/or Collocating Antennas on an Existing Tower
  - \$90.00 for Signs of any type
- 2) The proposed structure must be staked off on all corners AND the property lines must be flagged. When flagging the property lines, please flag the lines as they pass by the proposed structure. Please use markings that are clearly identifiable. If the property is not staked/flagged at the time of inspection, we will charge you another trip fee which is the same fee as the initial application.
- 3) If the proposed size or location of structure changes after the zoning permit has been issued, an amended application is required and will include a fee equal to the original zoning application. Following the amended application, a zoning inspection will be completed.
- 4) Attach either a survey plat OR a hand drawn sketch of the property. On the plat or sketch, identify the location of all existing structures, proposed structure, proposed setbacks, and any roads/right-of-ways/easements.
- 5) If this application is for a new home, you must provide a copy of the deed to the property.
- 6) If you are creating a new entrance off of a state-maintained road, you must attach a copy of the approved Virginia Department of Transportation (VDOT) entrance permit. For further information on this, please call (540) 434-2586.
- 7) In addition to zoning approval, you will need health approval from the Page County Health Department, including farm buildings. They can be reached at (540) 743-6528.
- 8) A soil and erosion permit may also be required prior to any excavation, as well as a building permit; therefore, no work shall begin prior to making an application for zoning. They can be reached at (540) 743-6674.
- 9) The fee for construction started prior to permit being issued are double the initial fee established per §125-50 of the Page County Zoning Ordinance.
- 10) If work has not been started, zoning permits become null and void after six (6) months from issuance. Permits can be renewed for one additional six (6) month period.
- 11) All zoning applications will be considered according to the order which they are received. Please note the inspection could take up to two weeks.
- 12) Additional information may be required if the Zoning Administrator determines it necessary to ensure conformance with, and to provide enforcement of the Page County Zoning Ordinance.
- 13) If you have any questions, please call our office at (540) 743-1324 or (540) 743-6674, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m.

## PAGE COUNTY SETBACK REQUIREMENTS

<u>ZONING DISTRICT</u>	<u>FRONT**</u>	<u>SIDE</u>	<u>REAR</u>	<u>MINIMUM DISTANCE BETWEEN BUILDINGS</u>
<b>AGRICULTURE (A-1)</b> (New Dwelling, Addition to Existing Dwelling, Porch)	50 feet	20 feet	50 feet	5 feet
<b>AGRICULTURE (A-1)</b> (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	50 feet	15 feet	15 feet	5 feet
<b>WOODLAND-CONSERVATION (W-C)</b> (New Dwelling, Addition to Existing Dwelling, Porch)	50 feet	20 feet	50 feet	5 feet
<b>WOODLAND-CONSERVATION (W-C)</b> (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	50 feet	15 feet	15 feet	5 feet
<b>PARKS-RECREATION (P-R)</b> Any land not owned by the US Federal Government or the VA State Government in this district shall be subject to all requirements of the W-C district.	---	---	---	---
<b>COMMERCIAL (C-1)</b> (Any Structures)	40 feet	25 feet	25 feet	30 feet
<b>INDUSTRIAL (I-1)</b> See §125-13 (E) for further setback restrictions in addition to the following:	40 feet	20 feet	20 feet	5 feet
<b>RESIDENTIAL WITH PUBLIC WATER <u>AND</u> SEWER (R)</b> (New Dwelling, Addition to Existing Dwelling, Porch)	35 feet	15 feet	35 feet	5 feet
<b>RESIDENTIAL WITH PUBLIC WATER <u>AND</u> SEWER (R)</b> (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	35 feet	10 feet	10 feet	5 feet
<b>RESIDENTIAL WITH PUBLIC WATER <u>OR</u> SEWER (R)</b> (New Dwelling, Addition to Existing Dwelling, Porch)	35 feet	15 feet	35 feet	5 feet
<b>RESIDENTIAL WITH PUBLIC WATER <u>OR</u> SEWER (R)</b> (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	35 feet	15 feet	15 feet	5 feet
<b>RESIDENTIAL WITH ONSITE WELL <u>AND</u> SEPTIC (R)</b> (New Dwelling, Addition to Existing Dwelling, Porch)	35 feet	15 feet	50 feet	5 feet
<b>RESIDENTIAL WITH ONSITE WELL <u>AND</u> SEPTIC (R)</b> (New Accessory Structure, Addition to Existing Accessory Structure, Deck)	35 feet	15 feet	15 feet	5 feet

**FRONT SETBACK IS FROM THE RIGHT-OF-WAY OF THE ROAD.**

**DECKS, PORCHES, AND ABOVE GROUND POOLS MAY EXTEND NO MORE THAN FIVE FEET INTO ANY YARD SETBACK.**

**NO DETACHED ACCESSORY BUILDING SHALL BE ERECTED WITHIN FIVE (5) FEET OF ANY OTHER BUILDING.**

**PAGE COUNTY ZONING PERMIT APPLICATION**

1) The applicant is the:  Owner    Lessee    Agent for Owner/Lessee

Owner	Lessee (if applicable)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email (Optional):	Email (Optional):

2) Site Address of Construction: \_\_\_\_\_

3) Please provide detailed directions to the site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Tax Map Number (Office staff can provide): \_\_\_\_\_

5) Size of Property: \_\_\_\_\_

6) Is property located in a subdivision?    Yes    No  
If yes, which one: \_\_\_\_\_

7) Is property located in the floodplain?    Yes    No

8) Is this application the result of receiving a violation notice?    Yes    No

9) Water and sewage source for the property:  
 Private Well    Private Septic    Public Water    Public Sewer    None

10) Is a new entrance being created off of a state maintained road?    Yes    No

11) Current use of property (Ex: Vacant, Residence, Farming, etc.): \_\_\_\_\_

12) List existing structures that are currently on the property:  
\_\_\_\_\_

13) Proposed Structure (Ex: New Home, Addition, Porch, Deck, Accessory Building, etc.):  
\_\_\_\_\_

14) The proposed structure will be used for the following: Residence, Storage of Hay, Household Storage, etc.  
\_\_\_\_\_

15) Will the proposed structure or property be used for any type of business? Business uses may include, but is not limited to: **short-term tourist rental(s)**, farming operation, home occupation, virtual business, etc.?  
 Yes    No   If yes, please describe of business: \_\_\_\_\_

16) Dimensions of Proposed Structure **to include porches & decks:**

\_\_\_\_\_

17) Height of Proposed Structure: \_\_\_\_\_ feet

18) The property is Zoned (Office staff can provide):

- Agriculture (A-1)                       Woodland-Conservation (W-C)                       Residential (R)  
 Commercial (C-1)                       Industrial (I-1)                       Park-Recreation (P-R)

19) Refer to the Page County Setback Requirements (attached) and fill in the required and proposed setbacks for the property.

**REQUIRED** minimum setbacks:

**PROPOSED** minimum setbacks:

Front: \_\_\_\_\_ feet

Front: \_\_\_\_\_ feet

Rear: \_\_\_\_\_ feet

Rear: \_\_\_\_\_ feet

Left Side: \_\_\_\_\_ feet

Left Side: \_\_\_\_\_ feet

Right Side: \_\_\_\_\_ feet

Right Side: \_\_\_\_\_ feet

20) Distance to closest building: \_\_\_\_\_ feet

21) Is the proposed structure staked off **AND** have the property lines been flagged as described on the instruction sheet?

*(NOTE: As stated on the instruction sheet, if the property is not staked and flagged at the time of inspection, a second trip fee, equal to the fee amount for the initial application will be charged).*

Yes                       No      If no, indicate date it will be ready for inspection: \_\_\_\_\_

22) Estimated cost of construction: \_\_\_\_\_

***I (we), the undersigned, do hereby certify that the above information is correct and true. I (we) further understand that any changes to size/location of structure(s) after approval of this application, I am (we are) required to submit an amended application for review. I (we) further understand that in granting approval of this application, the Board of Supervisors and/or Zoning Administrator may require that I (we) comply with certain conditions and that such approval shall not be considered valid until these conditions are met.***

\_\_\_\_\_  
***Signature of Owner (if applicable)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Signature of Lessee (if applicable)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Signature of Agent for Owner/Lessee (if applicable- see below)***

\_\_\_\_\_  
***Date***

*If agent for owner, please provide the following information:*

*Mailing address of agent for owner:* \_\_\_\_\_

*Phone Number of agent for owner:* \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that the proposed structure is not under or close to any power lines. I understand that this is my responsibility as the owner or applicant and any costs associated to negligence will be my responsibility. \*\*If you have questions or are uncertain of location of overhead or underground power lines, please contact SVEC at 1-800-234-7832.

If you do not have a recorded survey plat of the property, draw a site plan below. The following items shall be included on the site plan:

- Roads/ Right-of-Ways/ Driveways/ Easements
- Existing structures currently on the property
- Proposed structure INCLUDING square footage from all property lines, existing structures, AND any right-of-ways/ driveways/easements/roads.



**OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_  Check #: \_\_\_\_\_  Debit Card  Credit Card  Cash

Comments: \_\_\_\_\_  
\_\_\_\_\_