



# Land DEVELOPMENT & ZONING APPLICATION

DEPARTMENT OF BUILDING & ZONING

202 S Church Lane

P O Box 1079

Tappahannock, VA 22560

(804) 443-4951

(804) 445-8023 fax

CASE NUMBER: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

## 1. TYPE OF REQUEST - Check all/any that apply.

- Rezoning: From \_\_\_\_\_ To: \_\_\_\_\_
- Site Construction Plan  Major - Name of Development: \_\_\_\_\_  
 Minor - Name of Development: \_\_\_\_\_
- Conditional Use Permit (ordinance section): \_\_\_\_\_
- Subdivision  
Types:  Minor  Family  Major  
 Boundary line adjustment/Lot Consolidation  
 Preliminary Name & Phase/Section: \_\_\_\_\_  
 Final/Record Name & Phase/Section: \_\_\_\_\_  
 Final/Record Name: \_\_\_\_\_
- Land Disturbance  Chesapeake Bay Exception
- Right-of-way Vacation  Major WQIA  Minor WQIA
- Administrative Appeal (zoning/building): \_\_\_\_\_
- Zoning Variance/Special Exception: Specify ordinance section: \_\_\_\_\_
- Subdivision Variance: Specify ordinance section: \_\_\_\_\_

### Zoning Permit - GENERAL INFORMATION FOR ALL ZONING PERMITS:

Tax Map Number: \_\_\_\_\_ Site Address: \_\_\_\_\_

Water/Sewer Supply:  Well/Septic  Central  Public

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Proposed Building Use: \_\_\_\_\_

- New Building  Addition  Change-in-Use/Modification  Accessory Structure

Residential - Zoning District: \_\_\_\_\_ Magisterial District: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Single-Family Dwelling Size (Length by Width) \_\_\_\_\_ Height \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Mobile Home Size (Length by Width) \_\_\_\_\_ Height \_\_\_\_\_

Setbacks for Principal Building - Required: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

Proposed: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

Accessory Building Size (Length by Width) \_\_\_\_\_ Height \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Setbacks for Accessory Building - Required: Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right Side \_\_\_\_\_

Proposed: Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right Side \_\_\_\_\_

Existing Impervious Percentage: \_\_\_\_\_ Post Impervious Percentage: \_\_\_\_\_

Commercial - Zoning District: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Size Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Accessory Building Size (Length by Width) \_\_\_\_\_ Height \_\_\_\_\_ (ft.)

Setbacks - Required: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right Side \_\_\_\_\_

Proposed: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right Side \_\_\_\_\_

\*NOTE: All measurements in Feet (round to nearest whole foot). Impervious % is the sum of the square feet of all areas that is covered by roofs, sidewalks, driveways, decks, or accessory structures divided by the total square footage of the lot. Example: a 1 acre lot =43560 sq.

**2. APPLICANT INFORMATION**

**OWNER(S) OF RECORD** (use additional sheets if more than one-party)

\_\_\_\_\_  
 Owner DAYTIME PHONE NUMBER

\_\_\_\_\_  
 MAILING ADDRESS, CITY, STATE, ZIP CODE

\_\_\_\_\_  
 Fax Number E-mail Address

**Applicant (if different from owner)**

\_\_\_\_\_  
 Applicant DAYTIME PHONE NUMBER

\_\_\_\_\_  
 MAILING ADDRESS, CITY, STATE, ZIP CODE

\_\_\_\_\_  
 Fax Number E-mail Address

**Agent/Contractor (if different from owner/applicant)**

\_\_\_\_\_  
 Applicant DAYTIME PHONE NUMBER

\_\_\_\_\_  
 MAILING ADDRESS, CITY, STATE, ZIP CODE

\_\_\_\_\_  
 Fax Number E-mail Address

**3. PROPERTY INFORMATION (FOR REZONINGS, SITE PLANS, SUBDIVISIONS, CONDITIONAL USE, SPECIAL EXCEPTIONS & VARIANCES)**

Tax Map Number			Total Acreage				
Subdivision Name		Section		Block		Lot	
Physical Address							
Current Zoning			Existing Structures				
Proposed Utilities			Acreage of Request				

4. NARRATIVE – REQUIRED FOR ALL REZONINGS, CONDITIONAL USE, VARIANCES, SPECIAL EXCEPTIONS AND APPEALS. THE NARRATIVE SHALL DESCRIBE THE NEED AND/OR REASONS FOR THE APPLICATION AND HOW THE REQUEST IS CONSISTENT WITH THE GOALS AND OBJECTIVES OF THE COMPREHENSIVE PLAN.

5. SIGNATURE(S)

I/WE HAVE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE COUNTY MAY APPROVE, CONDITIONALLY APPROVE, APPROVED WITH MODIFICATIONS OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF BUILDING AND ZONING AND ANY OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST AND ENSURE THAT CONDITIONS PLACED ON THE REQUEST HAVE BEEN IMPLEMENTED AND/OR MAINTAINED AS PROSCRIBED BY THE APPROVING AUTHORITY. ADDITIONALLY, IF OUTSIDE REVIEW IS NEEDED BY THE COUNTY TO EVALUATE THIS REQUEST I ACKNOWLEDGE AND AGREE TO REIMBURSE THE COUNTY OF ESSEX FOR THESE OUTSIDE REVIEW AGENCY COSTS.

\_\_\_\_\_  
Owner/Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner /Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner /Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner /Applicant/Agent Signature

\_\_\_\_\_  
Date

#### 6. APPROVAL/DISAPPROVAL

APPROVED AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

REASONS FOR DISAPPROVAL: \_\_\_\_\_

**IF DISAPPROVED/DENIED:** Any person aggrieved by the disapproval of this application may appeal to the Board of Zoning Appeals\* in accordance with provisions of the Essex County Zoning Ordinance. Such an Appeal must be filed with the Zoning Administrator on approved application forms within thirty (30) days from the date of this denial. Application shall be accompanied by a filing fee of \$250.00, made payable to the County of Essex for the Administrative Appeal. This decision in written order shall be final and unappeasable if not appealed within thirty (30) calendar days from the date of this letter.

\*NOTE: DENIAL OF BOARD OF ZONING APPEALS, BOARD OF SUPERVISORS, AND PLANNING COMMISSION DECISION(S) MUST BE FILED WITH THE ESSEX COUNTY CIRCUIT COURT WITHIN 30-DAYS OF THE DENIAL AS PROVIDED BY THE CODE OF VIRGINIA, 1950, AS AMENDED.

**6. FEES**

Rezoning	_____
Conditional Use Permit	_____
Site Construction Plan	_____
Subdivision	
Major	_____
Minor	_____
Family	_____
Preliminary/Tentative	_____
Final/Record	_____
Right-of-way Abandonment	_____
Bay Act Exception	
Major/Minor WQIA	
Zoning/Subdivision Variance	_____
Zoning - Administrative Appeal	_____
Building - Appeal	_____
Land Disturbance	_____
Major/Minor WQIA	_____
Zoning Permit	_____

<b>Total Fees Collected</b>	_____
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**\*NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**