



Town of Front Royal

ZONING PERMIT APPLICATION

FOR MAJOR CONSTRUCTION PROJECTS

Page 1 – Instructions

This application is required for the issuance of a zoning permit for major construction projects that require review by multiple town departments. Major construction projects include any non-residential construction project and any new residential dwelling. A separate zoning permit application is available for minor construction projects.

The application review process begins with the completion and submission of the applicant's information on the following page (application form). In addition to the completion of the application form on page 3, other information is required for submission of an application. This includes the submission of a Survey of the Property, Site Plan, showing all proposed structures, utilities and other improvements in relationship to the property lines, and Application Fee based on the fee schedule approved by Town Council. Other information may also be required depending on the project. Examples of additional information that may be required include building floorplans, construction specifications, and architectural renderings.

After all required information is submitted Planning & Zoning will transmit the application to the various Town departments. The review of the application may take up to two weeks. During the review process, applicants may be contacted by the various town departments if additional information is needed. Once all departments have reviewed and approved the request, Planning and Zoning will notify the applicant of the approval and the total amount of fees due, as well as transmit the approval to the Department of Finance for issuance upon payment of all required fees.

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

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ADDITIONAL INFORMATION:

- All surveys must be certified by a registered land surveyor or engineer.
- An approved site plan is required for all nonresidential projects, and a survey is required for all new residential dwellings in lieu of a site plan.
- Cash, check or credit card may be used to pay the application fee. Checks should be made payable to the Town of Front Royal. Credit Card processing fee is 2.35% plus .25. The application fee is due at the time of submittal.
- After each department has reviewed the application, but prior to issuance of the zoning permit, the Finance Department will contact you to pay any other fees that may be due based on the details of the project.
- A zoning permit does not authorize the construction of any building or structure without a building permit. For projects within the Town of Front Royal, building permits may be obtained from the Warren County Building Inspections Department. You will need Town Staff to approve the building permit application to verify compliance of the Town Code before submitting a building permit application with Warren County.
- A Right-of-Way Utilization Permit may be required in addition to this permit for projects that impact the public right-of-way. Please ask Town Staff if you are unsure where the right-of-way is or to obtain an application for a right-of-way utilization permit.
- If the applicant is not the property owner, or a legally authorized agent of the property owner, the application will need to be signed by the property owner.

FEE SCHEDULE

25% Fee Reduction for Non-Profit Organizations	
All Items Requiring Zoning Approval that has Started Prior to Obtaining Necessary Permits	Regular Fee Doubled
Final Compliance Inspection	\$75
Portable Storage Container (Residential and Commercial)	\$50
Zoning Permit Commercial Accessories, Additions, Renovations	\$125
Zoning Permit Commercial New	\$300
Zoning Permit - Fences (Commercial and Residential)	\$50
Zoning Permit, Multi-Family Residential Dwelling New	\$100/unit
Zoning Permit Residential Accessories, Additions, Renovations	\$50
Zoning Permit, Single-Family Residential Dwelling Attached New	\$125/unit

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Page 3 – Application Form

WHAT IS THE STREET ADDRESS? _____

WHAT SUBDIVISION OR DEVELOPMENT IS THE PROJECT IN? _____

PROJECT DESCRIPTION:

PROVIDE A DETAILED DESCRIPTION OF WHAT YOU WANT TO DO ABOVE

MAILING ADDRESS: _____

PHONE NUMBER: _____ Email: _____

APPLICANT'S NAME: _____
PRINT NAME HERE

APPLICANT'S SIGNATURE: _____

PROPERTY OWNER'S NAME: _____
PRINT NAME HERE

PROPERTY OWNER'S SIGNATURE: _____
SIGN & DATE HERE

COMPLETE THIS BOX ONLY IF THE PROPERTY OWNER IS DIFFERENT THAN THE APPLICANT



FOR RESIDENTIAL

CATEGORY OF PROJECT: (SELECT ONE)

☐ NEW RESIDENTIAL DWELLING

TYPE OF DWELLING UNIT: (SELECT ONE)

☐ SINGLE-FAMILY DETACHED

☐ SINGLE-FAMILY ATTACHED

☐ MULTI-FAMILY



FOR NONRESIDENTIAL

CATEGORY OF PROJECT: (SELECT ONE)

☐ NEW NON-RESIDENTIAL BUSINESS

☐ NON-RESIDENTIAL ADDITION

☐ NON-RESIDENTIAL ACCESSORY BUILDING

☐ OTHER: _____

NUMBER OF EMPLOYEES: _____

HOURS OF OPERATION: _____

SITE PLAN #: _____

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ZONING INFORMATION

TAX IDENTIFICATION NUMBER: _____

PROPOSED BUILDING HEIGHT: _____

EXISTING SQUARE FEET OF BUILDING (IF ANY): _____

PROPOSED SQUARE FEET OF BUILDING: _____

LOT SIZE: _____ LOT FRONTAGE: _____

ZONING DISTRICT: _____

IS THE PROPERTY IN ANY OF THE FOLLOWING SPECIAL ZONES? CHECK ALL THAT APPLY

☐ ENTRANCE CORRIDOR; ☐ FLOODPLAIN _____; ☐ HISTORIC DISTRICT

PROVIDE THE DISTANCES OF THE PROPOSED STRUCTURE TO THE FRONT, RIGHT, LEFT & REAR PROPERTY LINES

PROPOSED SETBACKS: FRONT: _____, RIGHT: _____, LEFT: _____, REAR: _____

PROVIDE THE MINIMUM DISTANCES REQUIRED BY CODE FOR THE PROPOSED STRUCTURE TO THE FRONT, RIGHT, LEFT & REAR PROPERTY LINES

REQUIRED SETBACKS: FRONT: _____, RIGHT: _____, LEFT: _____, REAR: _____



ELECTRIC SERVICE INFORMATION

WHAT TYPE OF ELECTRIC SERVICE IS REQUESTED? ☐ SINGLE-PHASE ☐ THREE-PHASE

CHECK ONE

☐ OVERHEAD POWER LINES ☐ UNDERGROUND POWER LINES

HOW MUCH VOLTAGE AND AMPS ARE NEEDED?

VOLTAGE? _____ AMPS? _____



WATER OR SEWER SERVICES INFORMATION

HOW MANY OF THE FOLLOWING ARE PROPOSED:

Toilets _____; Urinals _____; Sinks _____; Tubs/Showers _____

ESTIMATED WATER USAGE: _____ gallons per day

SIZE OF METER (MUST MATCH WATER SERVICE SIZE): _____

IS FIRE SUPPRESSION REQUIRED? ☐ YES ☐ NO; If yes, the line size is _____

Final Compliance Inspection Fee = \$75.00 (when applicable)

Form of Payment: _____ Amount: _____ Date: _____

Application Fee:

Form of Payment: _____ Amount: _____ Date: _____