

# Zoning Permit

Permit #: ZONP Date: \_\_\_\_\_

*To Be Completed by Town Staff Only*



## Department of Planning and Community Development

121 Thompson Street

planning@ashlandva.gov

PO BOX 1600

(804) 798-1073

Ashland, Virginia 23005

[www.ashlandva.gov](http://www.ashlandva.gov)

ADDITIONAL PERMITS MAY BE REQUIRED OTHER THAN A ZONING PERMIT. IT IS THE APPLICANT'S RESPONSIBILITY TO SECURE ALL REQUIRED PERMITS FROM THE APPROPRIATE AGENCIES DEPENDING ON THE SCOPE OF WORK FOR THE PROJECT. EX: BUILDING PERMITS MUST BE OBTAINED FROM HANOVER COUNTY.

### Property Owner Information

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Applicant Information

Relationship of Applicant to Owner: \_\_\_\_\_

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Location Information

Address of Project: \_\_\_\_\_

GPIN: \_\_\_\_\_ (can be found at [parcelmap.hanovercounty.gov](http://parcelmap.hanovercounty.gov))

Zoning: \_\_\_\_\_ (can be found at [www.ashlandva.gov/119/Town-Maps](http://www.ashlandva.gov/119/Town-Maps), see Zoning Map)

Name of HOA, if applicable: \_\_\_\_\_

### Application Fee = \$25

Amount Paid: \_\_\_\_\_ Paid Date: \_\_\_\_\_

*(To be completed by Town Staff only)*

## Project Description

Current Use: \_\_\_\_\_

Proposed Use/Project: \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

Have you applied for a Building Permit? Yes \_\_\_ No \_\_\_

Height of proposed structure(s): \_\_\_\_\_

Square footage of proposed structure(s): \_\_\_\_\_

Are there any proffers or conditions connected with the property? Yes \_\_\_ No \_\_\_  
If so, please attach them to this application.

Refer to Ashland Town Code, [Chapter 21 Zoning](#), for information regarding setbacks. Below, provide the distance from your proposed project to each property line.

- Front property line: \_\_\_\_\_
- Side property line: \_\_\_\_\_
- Side property line (or street side, if applicable): \_\_\_\_\_
- Rear property line: \_\_\_\_\_

## Attachments

The following are attached: (check all that apply)

- ☐ Sketch/Site Plan (required)      ☐ Other \_\_\_\_\_

In signing below, you grant the Zoning Administrator or designee permission to enter onto the property that is the subject of this application and perform site inspections to determine compliance with conditions applicable to this permit. By signing below, you also certify that all information provided herein is true and accurate.

**Signature of Property Owner Required:**

X. \_\_\_\_\_ Date: \_\_\_\_\_

Additional permits may be required other than a zoning permit. It is the applicant's responsibility to secure all required permits from the appropriate agencies depending on the scope of work for the project (for example, building permits must be obtained from Hanover County). By signing below, you agree to obtain all required permits and certify that all information provided herein is true and accurate.

**Signature of Applicant Required:**

X. \_\_\_\_\_ Date: \_\_\_\_\_

## Town Staff Review

Other Zoning considerations (floodplain, overlay district): \_\_\_\_\_

Advisory Only – This project may also be subject to the following permits:

☐ Building   ☐ Land Disturbing   ☐ ROW   ☐ Other \_\_\_\_\_

**Zoning Administrator Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: This permit shall expire one year from the date of issuance.

*(To be completed by Town Staff only)*

### Process and Supplementary Information:

Only fully complete applications will be accepted by the Zoning Administrator. The process and supplementary information below are an unofficial guide and are not necessarily comprehensive. Please speak with the Zoning Administrator or designee to discuss possible additional requirements for your project. Please check the boxes that are relevant to your application and project.

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- **New Residential Construction** (*single-family, duplex, etc.*)  
Scaled professional plot plan must include:
  - ☐ Location and dimensions of all structures/additions
  - ☐ Distance from all structures to the property lines
  - ☐ Applicable residential design guidelines
- **Commercial/Industrial** (*Any new structure or addition*)  
Professional site plan must include:
  - ☐ Location and dimensions of all structures/additions
  - ☐ Distance from all structures to the property lines
- **Residential Addition** (*addition to primary structure*)  
Plot plan must include:
  - ☐ Location and dimensions of all structures/additions
  - ☐ Distance from all structures to the property lines
- **Accessory Structure** (*detached garage, shed, pool, etc.*)  
Plot plan must include:
  - ☐ Location and dimensions of all structures/additions
  - ☐ Distance from all structures to the property lines
- **Fence** (*all fences, temporary and permanent*)  
Plot plan must include:
  - ☐ Location, material, and dimensions of all fences
  - ☐ Distance from all structures to the property lines
  - ☐ Height of all proposed fence sections
- **Temporary Use**  
Plot plan must include:
  - ☐ Duration and type of use
  - ☐ Location of use
- **Change of Use** (*Change the use of a structure or lot*)  
Plot plan must include:
  - ☐ Varies depending on situation
- **Signs**
  - ☐ Submit a Sign Permit Application for all signs, temporary or permanent. Zoning Permit not needed.
- **Home Occupation**
  - ☐ Submit a Home Occupation Permit Application for all businesses conducted from a residence. Zoning Permit not needed.

\*Additional permits may be required by the Town of Ashland Department of Public Works, Hanover County Building Inspector's Office, Public Utilities, and/or Fire Marshall.

**Rear Yard**

(street name)

(street name)

**Side Yard**

(street name)

(street name)

**Side Yard**

**Front Yard**

(street name)

### Plot Plan Instructions

Please draw as accurately as possible all:

- Existing structures (fences, sheds, driveways, pools, additions, etc.)
- Proposed structures
- Distance from structures to property lines on all sides of the property
- Names of all streets you are adjacent to

The Plot Plan does not have to be to scale. New residences require a scaled professional survey, and any Commercial construction or addition may require a site plan prepared by a licensed surveyor or engineer.

