



Town of Front Royal

ZONING PERMIT APPLICATION

FOR *MINOR* CONSTRUCTION PROJECTS

Page 1 – Instructions

This application is required for the issuance of a zoning permit for minor construction projects. Minor construction projects include residential construction that does not include the construction of a new dwelling. A separate application for major construction projects is available from the Department of Planning & Zoning.

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 2, other information is required for submission of an application. This includes the submission of a Survey of the Property, a Site Plan showing all proposed structures, utilities and other improvements in relationship to the property lines, and an 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 review the application, typically within (5-10) business days. Once approval is granted, Planning & Zoning Staff will notify the applicant of the approval.

ADDITIONAL INFORMATION:

- All surveys must be certified by a registered land surveyor or engineer.
- 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.
- 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.

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Page 2 – Application Form

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 Detached New	\$125
Zoning Permit, Single-Family Residential Dwelling Attached New	\$125/unit

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Page 3 – Application Form

APPLICANTS ARE REQUIRED TO PROVIDE ALL INFORMATION ON THIS PAGE

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STEP 1 – THE APPLICANT’S PART

APPLICANT STARTS HERE

WHAT IS THE STREET ADDRESS? _____

WHAT SUBDIVISION OR DEVELOPMENT IS THE PROJECT IN? _____



CATEGORY OF PROJECT: (SELECT ONE)

- ☐ ADDITION
- ☐ ACCESSORY STRUCTURE
- ☐ RENOVATION
- ☐ FENCE
- ☐ OTHER

PROJECT DESCRIPTION:

PROVIDE A DETAILED DESCRIPTION OF WHAT YOU WANT TO DO ABOVE



APPLICANT’S NAME: _____

PRINT NAME HERE

APPLICANT’S SIGNATURE: _____

SIGN & DATE HERE



MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____



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



CONTINUE TO THE BACK OF THIS PAGE

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Page 4 – Application Form

TOWN STAFF CAN ASSIST APPLICANTS COMPLETING THE FOLLOWING SECTION



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: _____

----- **APPLICANT STOPS HERE** -----

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STEP 2 – DEPT. OF PLANNING & ZONING (FOR STAFF ONLY)

Have all taxes been paid in full?

☐ YES ☐ NO INITIALS: _____

Have all application fees been paid in full?

☐ YES ☐ NO INITIALS: _____

Comments:

APPROVAL OF ZONING PERMIT

DATE