



TOWN OF WEST POINT
 COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. BOX 152
 802 MAIN STREET
 WEST POINT, VA 23181
 (804) 843-3563 – phone (804) 843-4364 - fax
 www.west-point.va.us

ZONING PERMIT APPLICATION

Date Submitted: _____

Permit # _____

APPLICANT INFORMATION	
Full Name of Property/Structure Owner	
Mailing Address of Owner	
City, State, Zip	
Phone Number/Home/Work/Cell	
Fax Number	
E-Mail Address	
Name of Applicant if Different from Property Owner	

PROPERTY/SITE INFORMATION	
Physical Address (If Known)	
General Location (Lot #, Subdivision, Street)	

State the specific construction or improvements for which the Zoning Permit is hereby requested.

GENERAL INFORMATION	
Zoning District	
Tax Parcel Identification Number(s)	
Overlay District(s)	

Is the Lot Recorded?	☐ Yes ☐ No
Date Lot Recorded	
Date Lot Surveyed (if applicable)	
Instrument Number	
Deed Book/Page Number	
Is the Lot a Corner Lot?	☐ Yes ☐ No
Does the Owner of the Property Own any Adjacent Lots?	☐ Yes ☐ No

For construction of a new building, including additions, accessory structures, and fences greater than four (4) feet in height:	Submitted for Approval	Required by Code
Lot Area (Sq. Ft.)		
Lot Width (Feet)		
Total Lot Coverage by Structures (Percentage %)		
Front Yard Setback (Feet)		
Rear Yard Setback (Feet)		
Side Yard Setback (Feet)		
Side Yard Setback (Feet)		
Height of Structure from ground level to mid-point of peak (Feet)		
Width of Structure (Feet)		
Length (Depth) of Structure (Feet)		
Approximate Land Disturbance (Sq. Ft.)		
Public Water Service Available	☐ Yes ☐ No ☐ Other _____	
Public Sewer Service Available	☐ Yes ☐ No ☐ Other _____	
New or Additional Driveway Entrance Required	☐ Yes ☐ No ☐ Other _____	
For a Change in Use to an Existing Structure or Property		
Current Use: _____	Proposed Use: _____	
Provide details about type of business, machinery involved, hours of operation, and no. of employees, etc.:		

Attach a survey or plat showing the following:

(Note: construction of a primary building on any site will require a survey performed by a license professional)

1. The dimensions and shape of parcel(s) to be built upon including the location of existing public and private streets;
2. The location and dimensions of existing primary and secondary buildings;
3. The location and dimensions of proposed structures, accessory buildings, or additions/alterations;*
4. Proposed front, rear, and side yard set back lines for all existing and proposed building or additions;

** Where applicable and depending on the type of facilities proposed, applicants will need to show the location of (1) existing public water and sewer facilities, including the point of connection to those facilities, or (2) proposed well and septic facilities, including the dimensions of primary and reserve drainfields.*

I hereby certify that the foregoing information and attachments are true and accurate to the best of my knowledge.

Applicant's Signature

Date

Owner's Signature

Date

DO NOT WRITE IN THIS SPACE – OFFICE USE ONLY

ZONING DISTRICT _____ **ASSIGNED ADDRESS:** _____

REQUIRED YARD(S): **FRONT** _____ **SIDE** _____ **REAR** _____

CONFORMING:	LOT(S):	YES	NO
	EXISTING BUILDING:	YES	NO
	PROPOSED BUILDING:	YES	NO
	EXISTING USE:	YES	NO
	PROPOSED USE:	YES	NO

IS PROPOSED DEVELOPMENT LOCATED WITHIN A CBPA? ____ **RPA** ____ **RMA** ____

COMMENTS _____

APPROVED/DENIED BY DIRECTOR OF COMMUNITY DEVELOPMENT

SIGNATURE

DATE

THIS PERMIT SHALL EXPIRE ON _____, Pursuant to Chapter 70, Zoning, Section 70-49 (e): A zoning permit shall be valid for a period of 12 months from the date of approval by the zoning administrator and shall become null and void if, within such 12-month period, no building permit or certificate of occupancy pursuant thereto has been issued by the building official. In a case where no building permit or certificate of occupancy is required by applicable law, a zoning permit shall become null and void if, within 12 months from the date of its approval, the use, activity or feature authorized by such zoning permit has not been established.