



Town of Buchanan

Post Office Box 205
Buchanan, Virginia 24066

Phone: 540-254-1212

Fax: 540-254-2609

Zoning Permit Application for Placing a Structure or Use

Each application must include a scale drawing specifying dimensions of the new/ altered structure or use, and its location on land or in buildings, with all relevant dimensions and distances from property lines. A \$75 fee is required. The above information must be accompanied by this written application with all information filled in. The second page may be used for the required drawing or a plat or County GIS map may be used.

PARCEL INFORMATION:

Tax Map #: _____
Subdivision: _____
Section: _____ Lot _____
Street Address: _____

ZONING:

Zoning District: _____
Floodplain? _____
Lot Size: _____

OWNER INFORMATION:

Name: _____
Address: _____
Phone #: _____
Email: _____

APPLICANT INFORMATION:

Name: _____
Address: _____
Phone #: _____
Email: _____

Current use on parcel: _____

Project Description – Use from Zoning Ordinance and Dimensions: _____

Signature of Applicant: _____ Printed Name: _____

Date Application Submitted: _____

TOWN USE: _____ Application _____ Sketch _____ Fee _____ Date Received: _____

Approved: _____ Denied: _____

Signature of Zoning Administrator: _____ Date: _____

Reason for Approval / Denial: _____



**Zoning Permit Application for Placing a Structure or Use
Plot Plan – Sketch sheet**

Please provide a scale drawing showing the following:

- _____ 1. Area, shape and dimensions of the property involved and existing and proposed easements, watercourses, drainage ways and floodplains.
- _____ 2. Dimensions and heights of proposed buildings, structures or additions and existing buildings and structures to remain, and the dimensions of yards and setbacks with respect to property lines and existing and proposed street lines.
- _____ 3. Existing and proposed driveways providing access to the site and the arrangement, dimensions and improvement of off-street parking and vehicular circulation areas.
- _____ 4. Existing permanent signs to remain and proposed permanent signs, including location, lettering, dimensions, lighting, and means of attachment or support.
- _____ 5. Any additional information deemed necessary by the Zoning Administrator to determine compliance with specific requirements of this ordinance or other applicable provision of the Town Code.

I certify that this information is accurate as provided:

Signature of Applicant: _____ Printed Name: _____