



TOWN OF STEPHENS CITY, VIRGINIA

1033 Locust St
PO Box 250
Stephens City, VA 22655
540-869-3087

PERMIT # _____
FEE AMOUNT: _____
APP DATE: _____

STEPHENS CITY ZONING PERMIT

Section 23-36 of the Town Code requires a zoning permit issuance before buildings or structures may be started, repaired, reconstructed, enlarged, or altered. The fee is \$50.00 and must accompany the application. With the application, at least two copies of an adequately dimensioned drawing showing the size and shape of the parcel of land, the location of the proposed structure on the drawing, a narrative explaining the nature of the proposed use of the property/building, land, location and arrangement of off-street parking, and the drainage plan. The drawing must show setback lines, all easements, right-of-ways, flood plain and road access. Approvals from other departments/agencies may be required. All parcel numbers, tax map numbers, deed book pages and numbers may be obtained from the Office of the Commissioner of Revenue, 107 N. Kent Street, Winchester, VA.

Applicant's Signature _____ Applicant: _____
(Please use the reverse side to list additional applicants)
Telephone: _____ Street Address: _____
E-Mail: _____ City: _____ St.: _____ Zip: _____

Contractor's Name: _____ Telephone: _____
Site Address: _____ City: _____ St.: _____ Zip: _____

Type of Development (describe): _____

Zoning of Property: _____ Job Value: \$ _____
Bldg. Size: _____ No. of Stories _____
Set Back Distances: Front _____ Rear _____
Sides: Right _____ Left _____

APPROVED OR DENIED

Approval Date: _____ Zoning Administrator _____