

What Should You Know When Apply For a Zoning Compliance Permit?

If you are going to apply for, construct or install the following, you will need an approved Zoning Compliance Permit from the Zoning Office: New Construction, Sheds, Garages, Decks, Porches, Swimming Pools, Driveway, Fences, Dumpsters, Piers, Additions, Interior / Exterior Renovations, Parking Lots, Backyard Chickens, Accessory Dwelling Units to name a few.

Please note the Zoning Office does not accept Incomplete Applications. For a completed Application, you must submit all of the necessary documentation required to the Zoning Office for Review.

Give a full detailed description of your proposed use.

Submit a Survey when applying for new Construction of Single-Family Dwellings, Demolitions of Single-Family Dwellings, Additions/Demolitions of detached structures equal to or greater than 256 square feet.

In the event you are in a Flood Zone, FEMA the survey date must reflect the current flood maps effective August 3, 2015.

Submit the proposed Floor Plan to depict the proposed use, square feet and interior of the structure.

If you are in the Historic or Downtown District, you may be required to obtain approvals for any exterior changes of materials and colors through the Planning Department. You may contact the Planning Department at 757-393-8836.

Please be aware that some Clearances may take 1-5 days to review and process so be sure to plan ahead.



Zoning Compliance Permit Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

Notes:

1. Most forms of development require the review and approval of a zoning compliance permit prior to the issuance of a building permit, business license, or certificate of occupancy.
2. The Zoning Compliance Permit (Signs) Application Form is a separate form used for the review and approval of all signs and signage.
3. In all historic districts and downtown districts (D1 and D2), please discuss your construction project with Planning staff before beginning a project.

1. General Project Information

Project Address:

Tax Parcel Identification Number:

2. Project Activities – Please Check all that Apply (Provide additional information as required.)

<input type="checkbox"/>	Changes to an existing parking lot
<input type="checkbox"/>	Addition or deletion of bicycle parking
<input type="checkbox"/>	Addition to an existing building
	Size of Addition (square feet): <input type="text"/>
	Value of Addition: <input type="text"/>
	Use of Addition: <input type="text"/>
<input type="checkbox"/>	Installation or modification to loading spaces
<input type="checkbox"/>	Installation or modification to any landscaped buffer areas
<input type="checkbox"/>	Installation or modification of HVAC screening
<input type="checkbox"/>	Installation or modification of dumpster screening
<input type="checkbox"/>	Installation or modification any exterior lighting
<input type="checkbox"/>	Installation or modification of any fence or wall
<input type="checkbox"/>	Installation or modification of any sign(sign information sheet also needed)
<input type="checkbox"/>	Installation or modification of any outdoor storage area
<input type="checkbox"/>	Installation or modification of any accessory building (if over 256 Sq feet in size a building permit will be required)
<input type="checkbox"/>	Modification of the façade of any building visible from the public right of way

Project Address:

Tax Parcel Identification Number:

3. Submittal Requirement Checklist

(Submittals should include 2 copies of listed items, unless otherwise stated.)

A. General Information for all Applications

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Zoning Compliance Permit Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
<input type="checkbox"/>	Description of existing use(s) of the site
<input type="checkbox"/>	Description of the proposed use of the site
<input type="checkbox"/>	Site zoning, including subdistrict, overlay, or street frontage type, if applicable
<input type="checkbox"/>	Use Permit case number (if applicable)
<input type="checkbox"/>	Conditional Rezoning case number (if applicable)
<input type="checkbox"/>	Approved Variance Permit case number (if applicable)
<input type="checkbox"/>	Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form)

For Use Changes and Non-Habitable Structure

<input type="checkbox"/>	Copy of lease agreement or letter from property owner stating permission to occupy building/dwelling for proposed use
<input type="checkbox"/>	Floor plan of building or structure
<input type="checkbox"/>	Proposed square footage of new use

For New Buildings or Structures Exempt from Type I or Type II Development Plan Review

(All of the following information must be provided on a survey.)

<input type="checkbox"/>	Acreage and square footage of the site
<input type="checkbox"/>	Front, side or rear yard depths, if contextual, or less than zoning district minimum
<input type="checkbox"/>	All easements (including drainage) with dimensions and designation as to type
<input type="checkbox"/>	Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures over 150 square feet in size
<input type="checkbox"/>	Location and description (including date of construction and architectural style) of all historic structures or site features on the site
<input type="checkbox"/>	Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground
<input type="checkbox"/>	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities associated with a new building (includes above ground utilities and grades and computations where appropriate)
<input type="checkbox"/>	Location, size, and species of any required landscaping or existing specimen tree, if applicable
<input type="checkbox"/>	Location, height, and materials associated with fencing or walls



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Master Development Application Form

www.portsmouthva.gov/planning/

Notes:

1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
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Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit (PC)	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Map Amendment (PC)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Major Subdivision (PC)
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Variance Permit (PC)	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

4. Property Owner Information (if different from the primary point of contact) <i>The property owner must sign a property owner consent box (See item number 5 on the following page.).</i>			
Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

5. Property Owner(s) Consent	
Project Address:	
Tax Parcel Identification Number:	

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:	Date Signed:
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:	
Title of Person Authorized to Sign:	
Mailing Address:	
Phone No.:	

6. Applicant's Signature	
By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.	
Applicant's Signature:	Date Signed:

OFFICE USE ONLY	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: