



Zoning Permit Application

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/181/Planning-Department

Notes:

1. A Zoning Permit is required for most forms of development prior to the issuance of a building permit, business license, or Certificate of Occupancy.
2. A Certificate of Appropriateness (COA) is required prior to most exterior façade work in the Downtown Design (DD) Overlay District or any Historic District.
3. Omitting information pertaining to your project from the description you have provided on this application will cause your application to be deemed incomplete. The Zoning Permit may be revoked at such point in time the omission has been brought to light.
4. No action will take place, nor will any request be placed on any agenda, if staff determines that the application is incomplete.
5. Properties located in the Special Flood Hazard Areas (SFHA) and Chesapeake Bay Resource Protection Areas (RPA) may have additional regulations that apply. Additional information, including, but not limited to complete and detailed project costs, Elevation Certificate, current survey of the property, and Water Quality Impact Assessments (WQIA) may be required to be submitted.
6. Approval of all signage requires the submission of a Sign Zoning Permit Application in addition to this application.
7. No application, permit or approval shall be considered on property where there is a known outstanding violation of this Ordinance, unless the application, permit, and/or approval would remedy the violation.
8. **There is no fee for the Zoning Permit. There may be other fees that apply to your project.**

1. General Project Information

Submission Date:			
Project Address:			
Tax Parcel Identification Number:		Zoning District:	

2. Project Uses

Existing Use of Site		Proposed Use of Site	
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3. Project Description Narrative

Include a detailed description of all proposed work including dimensions, materials, placement, etc. If needed, continue on separate sheet. Provide required drawings on separate sheets.

Value of all proposed work including all labor and materials	\$	
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4. Primary Point of Contact (Applicant) Information

Primary Point of Contact:			
Mailing Address:			
Phone:			
Email Address:			

5. Property Owner Information (if different from primary point of contact)
The property owner must sign the property owner consent box. See item number 6 below.

Property Owner:			
Mailing Address:			
Phone:			
Email Address:			

6. Property Owner Consent

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

In lieu of having property owner sign, I as the applicant, have provided the front page and signature page of a legally executed contract.

Property Owner or Authorized Signature		Date Signed	
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7. Applicant Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant Signature		Date Signed	
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OFFICE USE ONLY		Case Number (Tidemark):	
		Accepted Date:	
Building Assessed Value:	\$	Job Value:	\$
CBPA RPA/RMA:		Is New Survey Required?	
Flood Zone:		Is Elevation Certificate	

APPROVALS			
	Signature	Approval Date	Comments or Additional Case Numbers
Zoning:			
Flood:			

See Submittal Requirement Checklist on next page

Submittal Requirement Checklist

Submit digital copies of all required documents. Hard copies of some documents may be required.

A. GENERAL INFORMATION

	Zoning Permit Application completely filled out
	Copy of an approved Certificate of Appropriateness (COA) if located within the DD Overlay District or within a Historic District
	Any additional information determined to be necessary by the Planning Department staff
	Details required in Use-Specific Standards City Code Section 40.2-217
	Floor plan of building or structure
	Proposed square footage of the use

B. PARKING PLAN

	Uses with four (4) or more parking spaces must submit a parking plan. Submit drawing of parking layout on separate sheet. For details, see City Code Section 40.2-301.
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C. FOR NEW CONSTRUCTION

All of the following information must be provided on a physical survey. Submit survey on separate sheet.

	Acreage and square footage of the site
	Front yard, side yard, and rear yard setbacks (corner/end side yard setbacks if applicable)
	All easements with dimensions and designation as to type
	Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures
	Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground
	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)
	Proposed building height(s) in feet and number of floors (if applicable)
	Amount of fenestration on the ground floor and upper floor front façade areas of a commercial building (if applicable) See City Code Section 40.2-217(2)(g) for details.
	Location of vehicular site access and off-street parking areas including number of spaces (if applicable) See City Code Section 40.2-301 for details.
	Location of all trash collection areas, including dumpster pads and screening features (if applicable) See City Code Section 40.2-304(F) for details.
	Location, size, and species of any required landscaping and screening (if applicable) See City Code Section 40.2-304 for details.
	Location, height, and materials of proposed fences or walls (if applicable) See City Code Section 40.2-305 for details.
	Location, height, and materials of proposed site lighting (if applicable) See City Code Section 40.2-306 for details.