

Zoning Permit Application

As per the Town’s Zoning Ordinance Chapter 29 Section 29-26, no building or structure shall be started, reconstructed, enlarged or altered until a zoning permit has been obtained from the administrator. The administrator may refer any request for a zoning permit to the planning commission and town council. The commission may request a review of the zoning permit approved by the administrator in order to determine if the contemplated use is in accordance with the district in which the construction lies. Zoning approval is required for any change of use, new construction, room addition, garage, shed, new or replacement sign and moving a lot line. The proposed use of the land, buildings and other structures made the subject of this application shall not start until approval has been issued by the zoning administrator.

Applicant Name/Address/Phone #	Owner Name/Address/Phone #

Is there an existing structure on this lot? Yes No

This application is for:

- Change of use
- New construction
- Room addition
- Garage
- Shed
- New sign
- Replacement sign
- Moving a lot line
- Other: _____

Physical Address of Lot: _____

Street: _____

Parcel Number: _____

Deed Book and Page #: _____

Zoning District: _____

Acreage: _____

Current Use: _____

Proposed Use: _____

As per the Town’s Zoning Ordinance Chapter 29 Section 29-27 each application for a zoning permit shall be accompanied by two (2) copies of a drawing showing dimensions of the structure and lot. The drawing shall show the size and shape of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of the parcel of land and to the right-of-way of any street or highway adjoining the parcel of land. Any other information which the administrator may deem necessary for consideration of the application may be required. If the proposed building or use is in conformity with the provisions of this chapter, a permit shall be issued to the applicant by the administrator. One (1) copy of the drawing shall be returned to the applicant with the permit. The drawing shall also identify the structure’s front, height, distances to property lines, including distances from town street right-of- way or center of street right-of-way (whichever is applicable). **Zoning approval is based on the site plan documentation provided by the zoning permit owner/applicant. The proper placement of a structure shall be in accordance with the Town zoning ordinance. It is the responsibility of the applicant to ensure that zoning regulations are met. It is strongly encouraged that the owner/applicant retains a licensed professional to locate the proposed structure on the lot, within the Town’s setbacks, and verify by signature that the structure was built accordingly. If the owner/applicant chooses not to retain a licensed professional, he or she accepts full responsibility for the location of the structure.**

The drawing can be the same drawing that is submitted with the Building Permit portion of this application as long as the required zoning information is included.

To assist in meeting the Town’s zoning requirements, the Town of Farmville’s Zoning Ordinance can be found at www.farmvilleva.com under Town Government/Farmville Town Code/Chapter 29 or can be obtained at the Town of Farmville Administrative Offices, located at 116 North Main Street, P.O. Drawer 368, Farmville, Virginia 23901 or call (434)392-8465.

I hereby certify that I have the authority to make the foregoing application, that the statements made and information given is correct and the construction of any structure on the lot which is the subject of this application will conform to the regulations in the Town’s Zoning Ordinance.

Applicant Signature

Date

Town Use Only

Zoning Administrator Signature

- Approved
- Not Approved

Date

Notes: _____