

# Zoning Permit

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

*To Be Completed by Staff Only*



Department of Planning and Community Development  
121 Thompson Street Ashland, Virginia 23005

phone: (804) 798-1073

www.ashlandva.gov

ADDITIONAL PERMITS MAY BE REQUIRED OTHER THAN A ZONING PERMIT. IT IS THE APPLICANT'S RESPONSIBILITY TO SECURE ALL REQUIRED PERMITS FROM THE APPROPRIATE AGENCIES DEPENDING ON THE SCOPE OF WORK FOR THE PROJECT. BUILDING PERMITS MUST BE FILED WITH HANOVER COUNTY.

## Property Owner Information

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Applicant Information

Relationship of Applicant to Owner: \_\_\_\_\_

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Location Information

Address of Project: \_\_\_\_\_

GPIN: \_\_\_\_\_ (can be found at [parcelmap.hanovercounty.gov](http://parcelmap.hanovercounty.gov))

Zoning: \_\_\_\_\_ (can be found at [www.ashlandva.gov/119/Town-Maps](http://www.ashlandva.gov/119/Town-Maps), see Zoning Map)

Name of HOA, if applicable: \_\_\_\_\_

## Project Description

Current Use: \_\_\_\_\_

Proposed Use/Project: \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

Have you applied for a Building Permit? Yes \_\_\_ No \_\_\_

## Project Description (continued)

Refer to Ashland Town Code, [Chapter 21 Zoning](#), for information regarding setbacks.

- |   |  |
|---|--|
| <input type="checkbox"/> Setbacks for this property:          | <input type="checkbox"/> Height of proposed structures: _____                                    |
| <input type="radio"/> Front yard: _____                       | <input type="checkbox"/> Square footage of proposed structures: _____                            |
| <input type="radio"/> Side yard: _____                        |  |
| <input type="radio"/> Street side yard (if applicable): _____ | <input type="checkbox"/> Are there any proffers or conditions connected with the property? _____ |
| <input type="radio"/> Rear yard: _____                        | <input type="radio"/> If so, please attach them to this application.                             |

## Attachments

The following are attached: (check all that apply)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Sketch/Site Plan (required) | <input type="checkbox"/> Other _____ |
|--|--------------------------------------|

In signing below you grant the Zoning Administrator or designee permission to enter onto the property that is the subject of this application and perform site inspections to determine compliance with conditions applicable to this permit. By signing below, you also certify that all information provided is true and accurate.

## Signature of Property Owner Required:

X. \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Person Submitting Application: \_\_\_\_\_

Date: \_\_\_\_\_

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\_\_\_\_ \$25 Fee, Paid Date: **No fee if submitted before July 1, 2024**

Other Zoning considerations (floodplain, overlay district): \_\_\_\_\_

This project may also be subject to the following permits:

Building    Land Disturbing    ROW    Other \_\_\_\_\_

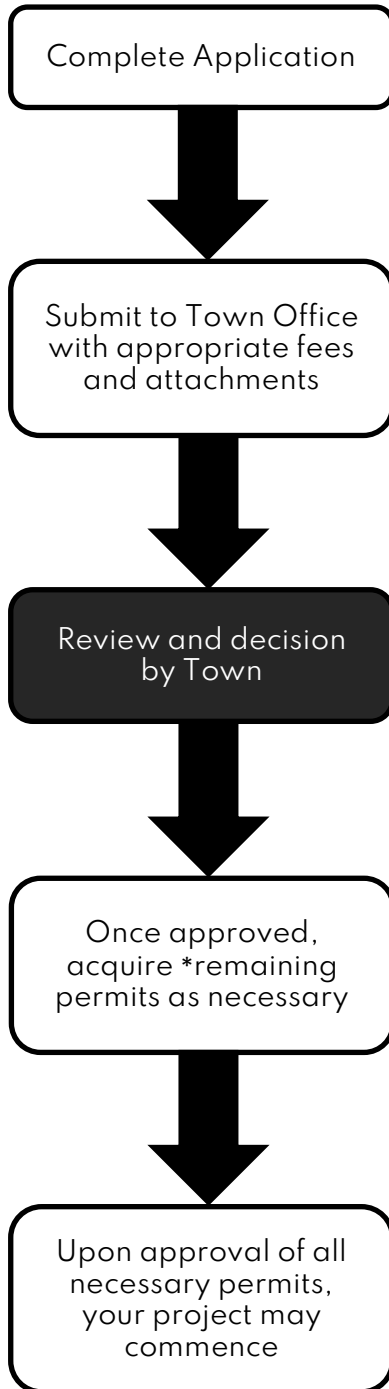
Zoning Administrator Approval \_\_\_\_\_ Date: \_\_\_\_\_

THIS PERMIT SHALL EXPIRE ONE YEAR FROM THE DATE OF ISSUANCE.

## **Process and Supplementary Information:**

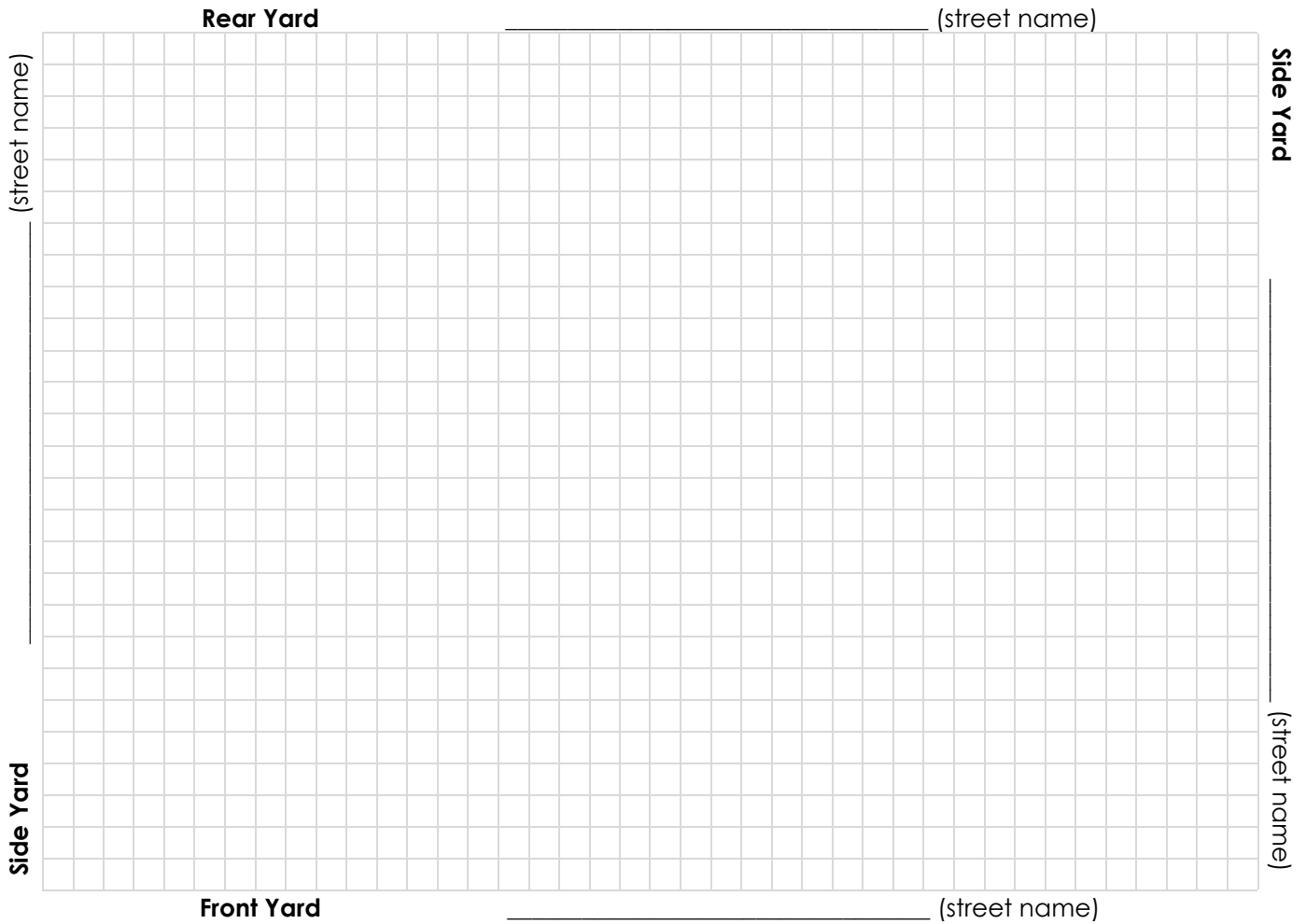
Only fully complete applications will be accepted by the Zoning Administrator. The process and supplementary information below are an unofficial guide and are not necessarily comprehensive. Please speak with the Zoning Administrator or designee to discuss possible additional requirements for your project. Please check the boxes that are relevant to your application and project.

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- New Residential Construction (*single-family, duplex, etc.*)  
Scaled professional plot plan must include:
  - Location and dimensions of all structures/additions
  - Distance from all structures to the property lines
  - Applicable residential design guidelines
- Commercial/Industrial (*Any new structure or addition*)  
Professional site plan must include:
  - Location and dimensions of all structures/additions
  - Distance from all structures to the property lines
- Residential Addition (*addition to primary structure*)  
Plot plan must include:
  - Location and dimensions of all structures/additions
  - Distance from all structures to the property lines
- Accessory Structure (*detached garage, shed, pool, etc.*)  
Plot plan must include:
  - Location and dimensions of all structures/additions
  - Distance from all structures to the property lines
- Fence (*all fences, temporary and permanent*)  
Plot plan must include:
  - Location, material, and dimensions of all fences
  - Distance from all structures to the property lines
  - Height of all proposed fence sections
- Temporary Use  
Plot plan must include:
  - Duration and type of use
  - Location of use
- Change of Use (*Change the use of a structure or lot*)  
Plot plan must include:
  - Varies depending on situation
- Signs
  - Submit a Sign Permit Application for all signs, temporary or permanent.
- Home Occupation (*submit a Home Occupation permit*)
  - Submit a Home Occupation Permit Application for all businesses conducted from a residence.

\*Additional permits may be required by the Town of Ashland Department of Public Works, Hanover County Building Inspector's Office, Public Utilities, and or Fire Marshall.



**Plot Plan Instructions**  
 Please draw as accurately as possible any:

- Existing structures
- Proposed structures (fences, sheds, driveways, pools, additions, etc.)
- Distance from structures to property lines on all sides of the property
- Names of all streets you are adjacent to

The Plot Plan does not have to be to scale. New Residential requires a scaled professional plot plan, and any Commercial construction or addition requires a site plan prepared by a licensed surveyor or engineer.

