

ZONING APPLICATION

Northampton County Planning, Permitting and Enforcement

Location – 16404 Courthouse Road, Eastville, VA 23347

Mailing - P. O. Box 538 Eastville, VA 23347

(757) 678-0443 Phone (757) 678-0483 Fax

www.co.northampton.va.us



Zoning application is required when a project intends to change, add or expand the current use of a property and / or to construct or enlarge a building or structure. All applications submitted must include a zoning application Sections A through D, a completed Zoning Clearance checklist and the appropriate fee. Additional application form sections and checklists may be required for your specific project. Continue to follow instructions for each section and complete each section that applies to your project. Consult with County staff if necessary to determine which application sections and checklists are required for your specific project.

Section A – Owner information must be completed by the current owner of record.

1. Owner (print): _____
2. Mailing address: _____
3. Phone# (h): _____ (o): _____ (c): _____ (f): _____
4. Email: _____
5. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief. I give my permission for this application to be submitted and I give my permission for the applicant and / or agent, if any is listed below, to represent my interests as the authorized applicant and / or agent in all matters specific to this application.

Signature of owner

Date

Section B – Applicant information must be completed if the person(s) submitting the application is not the current owner of record and that person will be representing the owner's interests in all matters specific to this application. Examples of an applicant are a consultant, person with power of attorney, a lease holder or renter and contract purchaser. **If the owner and applicant are the same, do not complete Section B.**

1. Applicant if different from owner (print): _____
2. Mailing address: _____
3. Phone# (h): _____ (o): _____ (c): _____ (f): _____
4. Email: _____
5. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief.

Signature of applicant if different from owner

Date

Section C – Agent information must be completed if the licensed professional submitting the application is not the current owner of record and that person(s) will be representing the owner's interests in all matters specific to this application. Examples of an agent are a real estate agent, surveyor, engineer, landscape architect, soil evaluator and attorney.

1. Agent name (print): _____
2. Company name: _____
3. Mailing address: _____
4. Phone# (h): _____ (o): _____ (c): _____ (f): _____
5. Email: _____
6. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief.

Signature of agent

Date

Section D – Zoning Clearance / Special Use Permit must be completed for all applications along with the Zoning Clearance checklist. If your project involves a Special Use Permit, which can be determined by viewing Appendix A of the Northampton County Zoning Ordinance, you must also complete the Special Use Permit checklist. Continue to follow instructions for each section and complete each section that applies to your project.

1. List the 911 address (if one has been assigned) and County tax map number of the subject property(ies).

2. What is the area of the lot(s) in square feet if less than one acre and in acres if greater than one acre?

3. Describe the proposed project (uses to be changed, added or expanded as part of this project).

4. List and describe each proposed structure to be constructed or enlarged as part of this project. Each description must include the use of each structure, heights (ft. or stories) and sizes (sq. ft.) based on outside dimensions.

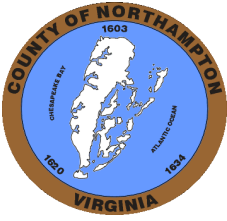
5. Describe how the subject property(ies) is currently being used.

6. List and describe each existing structure currently located on the property(ies). Each description must include the use of each structure, heights (ft. or stories) and size (sq. ft.) based on the outside dimensions.

7. I, _____ (print name), am aware that the following improvements associated with the proposed project may be required to comply with State regulations before and / or in conjunction with the approval of this zoning application: (1) entrances onto a State maintained road must meet the current Virginia Department of Transportation standards; (2) the septic system and water supply must meet the current Virginia Department of Health Department standards for all uses on the subject property; (3) all food service establishments (restaurants) must be permitted by the Virginia Department of Health; (4) all food manufacturing business must be registered and inspected by the Virginia Department of Agricultural and Consumer Services; and (5) building(s) and structure(s) must meet current Building Codes as determined by the NHCO Building Official. I will provide copies of documents which establish the approval and / or permitting of any required improvements to the NHCO Planning and Zoning Department. I will be responsible for the installation and cost of bonding of these improvements if required before a certificate of completion and / or certificate of occupancy will be issued or final inspection completed.

Signature

Date



ZONING CLEARANCE CHECKLIST

Northampton County Department of Planning and Zoning

Location – 16404 Courthouse Road, Eastville VA 23405

Mailing - P. O. Box 538 Eastville, VA 23347

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When a zoning application is submitted for zoning clearance, one (1) copy of each the following items must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D.
 - 2. Clearly mark property lines and notify staff that the site is ready for an inspection for compliance of the minimum required setbacks. You will not be required to mark property lines only if notified by staff, so please verify the need for this step before proceeding.
 - 3. Stake out the proposed building footprint(s) and notify staff that the site is ready for an inspection for compliance of the minimum required setbacks. The footprint includes the complete plan view outline of the building (porches, decks, steps, stoops, windows, balconies, bump-outs, chimneys, overhangs, architectural features and any other items attached to the building). You will not be required to stake out the proposed building footprint(s) only if notified by staff, so please verify the need for this step before proceeding.
 - 4. A scaled site sketch, site plan or plat that accurately depicts the physical and natural features of the property along with all improvements that are proposed as part of the project.
 - 5. When a well and / or septic system exist on the property, verification from the Virginia Department of Health that the existing systems are adequate for the new or expanded uses is required.
- OR -**
- When a new well and / or septic system is proposed, a Virginia Department of Health construction permit is required.
- 5. Virginia Department of Transportation approval of a new entrance or verification that the existing entrance is adequate.
 - 6. Other information that may be pertinent to the review of the application such as: (1) Food service operation must obtain a food service permit from the Virginia Department of Health; and (2) Any operation that assembles, makes and / or manufactures and / or distributes food must be licensed by the Virginia Department of Agricultural and Consumer Services.
 - 7. If a water quality impact assessment is required, complete zoning application section J and the Water Quality Impact Assessment checklist.
 - 8. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>