



# TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246, Smithfield, VA 23431  
(757) 365-4200 Fax (757) 357-9933 [www.smithfieldva.gov](http://www.smithfieldva.gov)

## ZONING PERMIT APPLICATION

Tax Map Number

Permit Number

Request a Zoning Permit to erect / enlarge / move / demolish a \_\_\_\_\_ located at \_\_\_\_\_ for use as a \_\_\_\_\_

The property has / does not have Town water and will be connected to a (sewer system-septic system\*)

Zoning District \_\_\_\_\_ Zoning Permit Fee \$ \_\_\_\_\_

Water Minimum Fee \$ \_\_\_\_\_ Water Meter Size: \_\_\_\_\_ Water Meter Fee \$ \_\_\_\_\_

Sewer Fees: Availability Fee \$ \_\_\_\_\_ Connection Fee \$ \_\_\_\_\_ HRSD Fee \$ \_\_\_\_\_

Water Fees: Availability Fee \$ \_\_\_\_\_ Connection Fee \$ \_\_\_\_\_

Agreement in Lieu of an Erosion and Sediment Control Plan Fee \$ \_\_\_\_\_

Residential Erosion and Sediment Control Inspection Fee \$ \_\_\_\_\_

Pro-Rated Utility Fees: Sewer \$ \_\_\_\_\_ Water \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Proffers: \_\_\_\_\_ Accessory Structure Height (if applicable) \_\_\_\_\_

Front/Rear Yard setbacks \_\_\_\_\_ Side Yard setbacks \_\_\_\_\_ Building Footprint (square feet) \_\_\_\_\_

Board of Historic and Architectural Review (BHAR) approval is / is not required. BHAR approval date \_\_\_\_\_

Contractor: \_\_\_\_\_ Contract Price/ Invoice: \_\_\_\_\_

Date Issued \_\_\_\_\_ for Tammie Clary

**IMPORTANT NOTES:** Community Development & Planning Director

Before work begins, call Miss. Utility at 811 before digging. a building permit must be obtained from Isle of Wight County ; 1 (757)-365-6211 or <http://www.co.isle-of-wight.va.us/central-permitting/home/> Building permit(s) must be obtained within six (6) months of zoning permit issue. Zoning permit is valid as long as the building permit is valid. (Sheds less than 256 square feet in size (building footprint) and residential fences do not require a building permit)

\*Septic systems and wells require Health Dept. approval and Special Use Permit.

All fees must be paid at time the zoning permit is issued. The applicant must have a Town of Smithfield business license if the cost of the job exceeds \$25,000.00 and is responsible for maintaining the cleanliness of the work site.

If any structure, temporary or permanent, is placed in any easement, and the Town of Smithfield has to do any type of work in that easement; then the structures may be moved at the property owner's expense.

A Chesapeake Bay Ordinance Worksheet and an Agreement in Lieu of an Erosion and Sediment Control Plan must be submitted for all new construction that exceeds 2500 square feet of land disturbance. Two 9"x18" off-street parking spaces are required per new construction residential dwelling unit.

The Town shall inspect the following for any new residential or commercial structure (if applicable):

- **Erosion & Sediment Control measures**
- **Address numbers on the building**
- **Water meter boxes**
- **Sewer clean outs**
- **Sewer and Water connections (before it's backfilled and covered up)**
- **Driveway Culvert (Minimum 24 ft. of RCP pipe is required. The inside pipe diameter and invert grades shall be approved by the Town Engineer prior to installation)**
- **Driveway apron inspections (prior to material installation)**

The permittee, as signed below, takes full responsibility/liability for the proper installation of the above referenced items and for any damage incurred to the Town's existing water, sanitary sewer facilities and roadway infrastructure on site. By signing this application, the applicant agrees to allow Town Staff to enter the property for inspection purposes and to all terms and conditions listed on this application, as well as any applicable Town Ordinance, Code, or Design Standards.

Owner / Agent \_\_\_\_\_ Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Owner \_\_\_\_\_ Lot \_\_\_\_\_ Phase/Section \_\_\_\_\_ Subdivision \_\_\_\_\_

Misc. Notes \_\_\_\_\_