



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246, Smithfield, VA 23431
(757) 365-4200 Fax (757) 357-9933 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 _____

Date Issued _____

for John Settle

Community Development & Planning Director

IMPORTANT NOTES:

Before work begins, 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 _____