



**City of Emporia**  
**Zoning Compliance**  
 201 South Main Street  
 Emporia, VA 23847  
 (434) 634-6315(O) (434) 634-0003 (F)

**Permit Number** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Tax Map #** \_\_\_\_\_  
**Zoning District** \_\_\_\_\_  
**Enterprise Zone Yes** \_\_\_ **No** \_\_\_

**APPLICATION FOR A ZONING COMPLIANCE PERMIT**

Zoning permits are granted on the basis of specific applications or plans, and shall authorize only the construction, arrangement or use set forth by such approved applications or plans. Any construction, arrangement or use not in compliance with that which is specifically authorized by approval of this application shall be considered a zoning violation.

**If you have any questions regarding the zoning ordinance or processes, please contact the Zoning Administrator at 434-634-3332.**

**Application Type:**

- Zoning Compliance
- Zoning compliance for existing building
- Home occupation
- Plat Review
- Subdivision review
- Site plan review
- Erosion and sediment control plan review

**Description of Request:** \_\_\_\_\_  
 \_\_\_\_\_

**Applicant/Agent Information :**

Is the applicant:  Property Owner (If property owner skip to next section)  Contract Purchaser  Other: \_\_\_\_\_

**Agent(s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_

**Property Owner Information:**

**Property Owner (s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_

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

**Property owners mailing address (If this is different from that listed in the Assessor's Office)**

\_\_\_\_\_  
 \_\_\_\_\_

**Subject Parcel Information**

Property Tax Parcel Number: \_\_\_\_\_

**Property Information**

**Street Address of Property**

**Existing Use of Property**

Is the property located in a flood plain?  Yes  No If so, at what elevation? \_\_\_\_\_

Building Height(s) with Proposed Change \_\_\_\_\_

Number of Dwelling Units/Density Calculations \_\_\_\_\_

Number of Parking Spaces or Loading Berths \_\_\_\_\_

Site Plan, Plot Plan or Reports Required by Zoning Ordinance Attached?  Yes  No

Zoning District:  R-1  R-2  R-3  C-1  C-2  I-1  I-2  DT  Other

**List any deed restrictions, restrictive covenants, or other considerations involving the property. (*if none, state "none"*)**

*This zoning application is accompanied by 2 copies of site plan/plot plan drawn to scale, showing the following:*

- the actual dimensions of the parcel of land to be built upon;
- survey plat attached;
- the size, square footage, dimensions and location of existing buildings on the lot;
- the size, square footage, dimensions and location of proposed building(s) or alterations with required setbacks annotated;
- off-street parking to be provided;
- and such other information as may be deemed necessary by the zoning administrator;

**Applicant(s) Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Fee:** An application fee per the City of Emporia fee schedule (**Sec.90-14 & Sec. 66-8**) of the Emporia City Code must be paid upon submission of this application. All fees due the City must be paid before any action is taken. The fees are non-refundable.

In making this application, the Applicant requests that the City of Emporia approve the location, modifications, or construction of the above proposed special use on the property described above.

\_\_\_\_\_  
Property Owner Signature Date

\_\_\_\_\_  
Agent Signature Date

*For Office Use by the City of Emporia Community Development & Planning*

Zoning/Subdivision Code (90-14 or 66-8): Fee Paid:

Copy of Receipt attached

Action Taken:

\_\_\_\_\_

Zoning Administrator

\_\_\_\_\_

Date

\_\_\_\_\_

Planning Commission

\_\_\_\_\_

Date

\_\_\_\_\_

City Council

\_\_\_\_\_

Date

**Permit Fees**

<b>ZONING COMPLIANCE PERMIT</b>	<b>\$25.00</b>
<b>ZONING COMPLIANCE FOR EXISTING BUILDING</b>	<b>\$25.00</b>
<b>HOME OCCUPATION</b>	<b>\$25.00</b>
<b>PLAT APPROVAL</b>	<b>\$50.00</b>
<b>SITE PLAN REVIEW</b>	<b>\$200 + 25/acre or portion thereof</b>
<b>SUBDIVISION REVIEW – UNDER 5 LOTS (1-4)</b>	<b>\$25.00 each</b>
<b>SUBDIVISION REVIEW – OVER 5 LOTS</b>	<b>\$100 + 40/lot</b>
<b>EROSION AND SEDIMENT CONTROL PLAN REVIEW</b>	<b>Charged to developer - private review</b>