

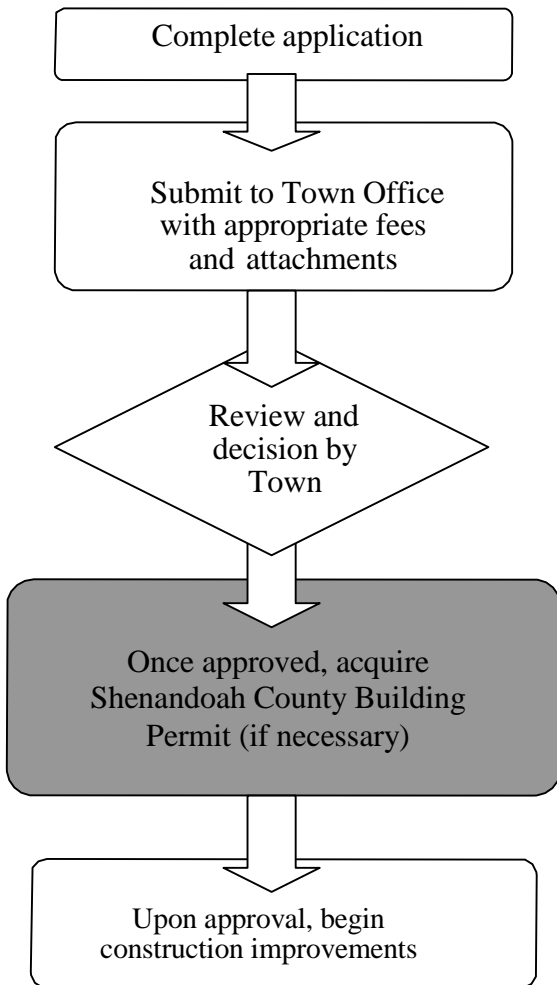


Town of Strasburg
Planning and Zoning Department
 174 E King Street
 Strasburg VA, 22657
 (540) 465-9197 Fax (540) 465-3252

Zoning Permit Process

Process and Supplementary Information:

Only fully complete applications will be accepted and reviewed by the Zoning Administrator. Criteria for application completeness varies by the type of request. Therefore, below is an unofficial guide. For full details and official information please refer to the Unified Development Ordinance (UDO) available at the Town Office or website, or call the Town Office and as to speak with the Zoning Administrator.



*** Once all improvements have been completed a Certificate of Occupancy must be obtained from Shenandoah County for new Commercial, Industrial and Residential facilities **prior** to the commencement of business or occupancy of the home.*

Supplementary Information

- Accessory Structure: *Fence, shed, deck, pool, etc.*
 Plot Plan
 - Location and dimensions of all structures/additions
 - Distance from all structures to the property lines
 - Height of all proposed additions
- Residential Addition: *Addition to existing primary structure*
 Plot Plan
 - Location and dimensions of all structures/additions
 - Distance from all structures to the property lines
 - Height of all proposed additions
- New Residential Construction: *Single-family, Townhome, etc.*
 Scaled Professional Plot Plan
 - Location and dimensions of all structures
 - Distance from all structures to the property lines
 - Height of all proposed structures
 - Grading and drainage of property
 - Access location and material (driveway)
- Commercial/Industrial: *Any new structure or addition*
 Professional Site Plan
 - See Unified Development Ordinance Section 2.31.4 Site Plan Contents
- Signs: *ALL signs are regulated by the Town of Strasburg*
 Permanent and Temporary Signs
 - Dimensioned drawing or image of proposed sign
 - Detailed description of location and contents
 - Proposed mounting and electrical plans
- Home Occupation: *Any business conducted from a residence.*
 Detailed description of proposed business
 - Service or goods to be performed or sold
 - Estimated traffic generated by customers and/or suppliers
 - Estimated employees and customer hours
- Temporary Use: *Dumpster, office, emergency residence*
 Plot Plan
 - Duration and type of use
 - Location of use
- Change of Use: *Change to the use of a structure or lot*
 Varies depending on the situation



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Zoning Permit
 Revised 01/18/2016

Permit Number: _____
Permit Fee: _____

Residential	Commercial/Industrial	Other
<input type="checkbox"/> New Construction (\$100)	<input type="checkbox"/> New Construction*	<input type="checkbox"/> Temporary Use (\$30)
<input type="checkbox"/> Addition (\$30)	<input type="checkbox"/> Addition/Alteration*	<input type="checkbox"/> Change of Use (\$50)
<input type="checkbox"/> Accessory Structure (\$30)	<input type="checkbox"/> Sign Permit (\$25+\$1/SqFt)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Home Occupation (\$30)	<input type="checkbox"/> Temporary Sign Permit (\$25)	_____

Project Address _____
Applicant Name _____ **Applicant Phone No.** _____
Applicant E-mail _____ **Current Land Use** _____
Contractors Name _____ **Contractors Phone No.** _____
Owner Name _____ **Owners Phone No.** _____
Owner Address _____

Description of Work:

Complete Applicable Sections:
 Estimated Cost of Project \$ _____ | Setbacks: FY _____ SYR _____ SYL _____ RY _____ | Sign Square Footage: _____

Property Owner/Authorized Agent Consent:
 By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Property Owner/Authorized Agent Signature

Date

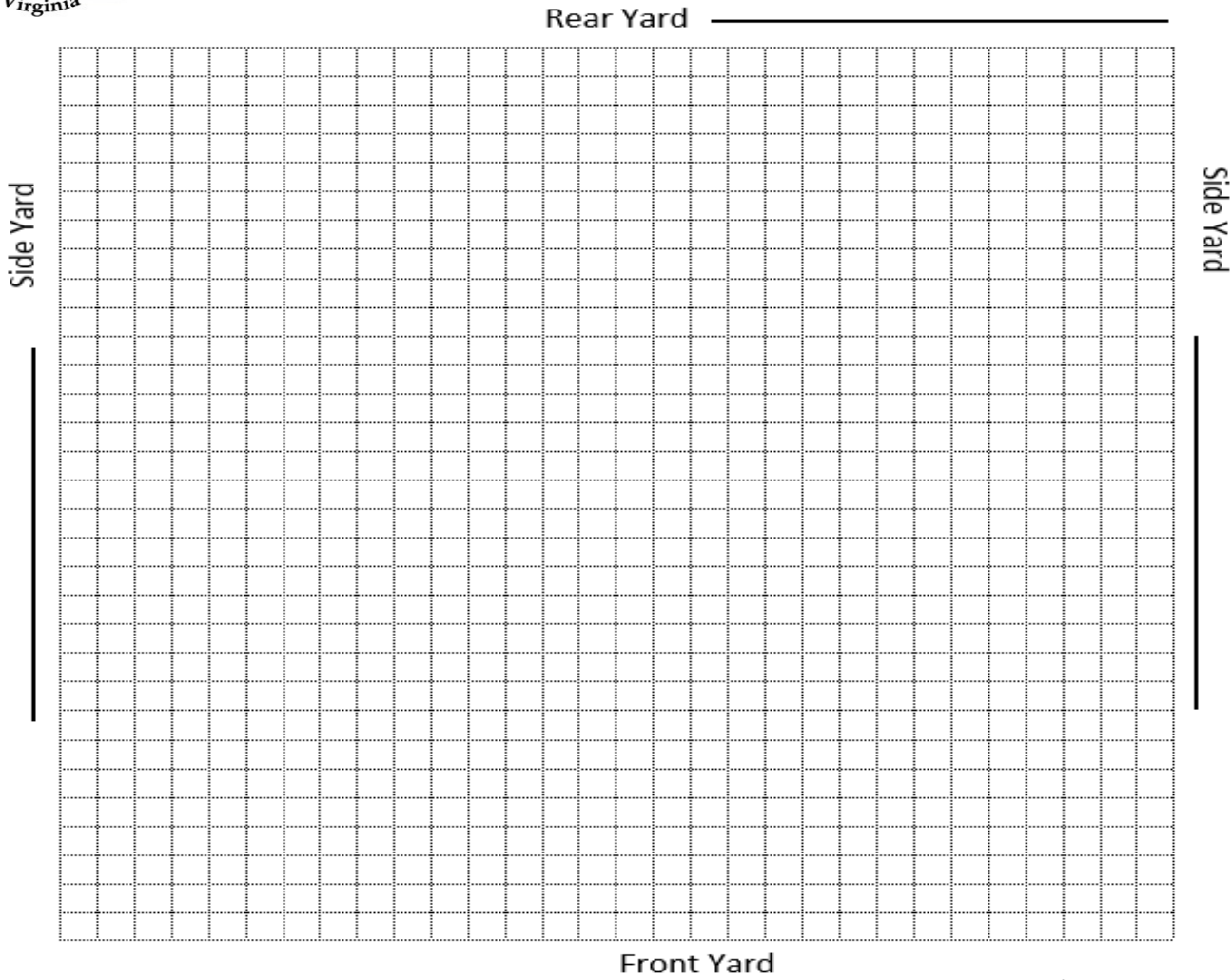
Right to Appeal:
 Unified Development Ordinance (UDO) Chapter 1 Section 19.4 A: An appeal to the Board [of Zoning Appeals] may be taken by any person aggrieved or by any officer, department, Board or bureau of the Town affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of Code of Virginia, § 15.2-2280 et seq. or this UDO. The recipient has the right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that decision shall be final and un-appealable if not appealed within 30 days. The appeal period shall not commence until a written determination is made. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the ground thereof.

Town Staff Only	
Permit Fee: _____	Business License Paid: _____ Taxes Paid: _____
Zoning District: _____	Tax Map #: _____ Floodplain: _____
Acreage: _____	Proposed Land Use: _____ Use Code: _____
Complete Application: _____	Date: _____
Conditions or Comments: _____ _____	
<i>Stamp Final Approval</i>	



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Zoning Permit Plot Plan



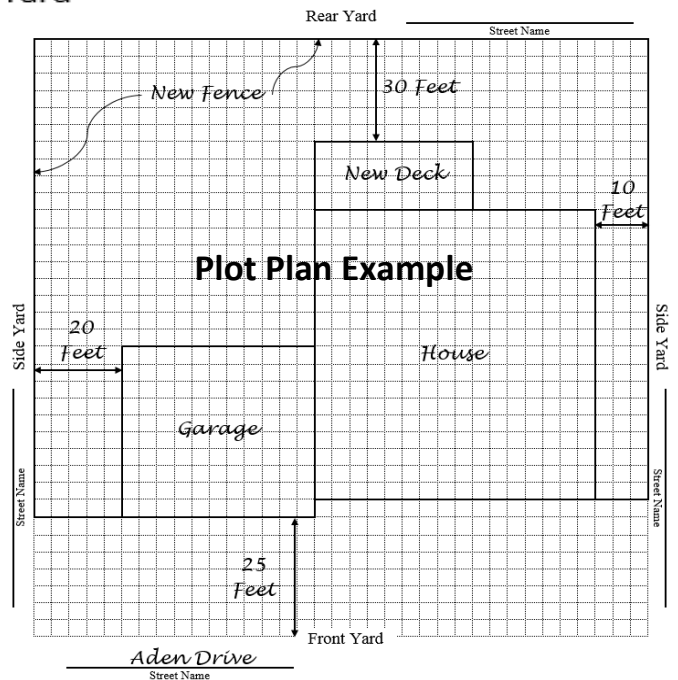
Street Name

Plot Plan

Please use a straight edge or ruler to draw as accurately as possible any:

- Existing Structures
- Proposed Structures (fences, sheds, driveways, pools, additions, etc.)
- Distances in feet from structures to property lines on all sides of the property
- Names of all Streets that 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 require a Site Plan prepared by a licensed surveyor or engineer.



Plot Plan Example

Aden Drive
Street Name