



# Application for Zoning Permit for Occupancy and Temporary Uses

Version 2023.0522

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

Occupancy <input type="checkbox"/> Home Occupation <input type="checkbox"/> Temporary Use <input type="checkbox"/>		Permit #	
<b>Applicant Information</b>			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Business License #			
<b>Business Information</b>			
Name of Business:		Square feet of space:	
Address:		Tax Map:	
<b>Additional Information for Occupancy</b>			
Existing Use:		Proposed Use:	
<b>Additional Information for Home Occupation</b>			
Dwelling Square Footage:		Business Area Square Footage:	
Number of non-resident employees:	Business Hours:	Proposed Use:	
<b>Additional Information for Temporary Use</b>			
Proposed Use		Dates of Use	
Owner/Applicant Signature			Date
<b>This area to be completed by staff</b>			
Business License Paid:		Taxes Paid:	
Notes:		This box for approval stamp	



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What is needed for Occupancy Permit submission
<ol style="list-style-type: none"><li>1. Application for Zoning Approval</li><li>2. If tenant business, provide property owner or management company letter approving this use</li></ol>
What is needed for Home Occupation submission
<ol style="list-style-type: none"><li>1. Application Zoning Approval</li><li>2. Provide a floor layout of the floor in which the business will occupy</li></ol>
What is needed for Temporary Use submission
<ol style="list-style-type: none"><li>1. Application Zoning Approval</li><li>2. If the use is outdoor, provide a site plan showing the location on the property</li></ol>

#### 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.