



Application for Zoning Permit for Residential New Dwelling

Version 2023.0522

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

Permit #		
Applicant/Contractor Information		
Name	Company name	
Address	City/State	Zip Code
Email	Phone	
Contractor's License #		
Lot Information		
Tax Map #	Zoning District	
Lot Size	Road Frontage	
Setbacks Front: Side: Rear:	Corner Lot? Yes <input type="checkbox"/> No <input type="checkbox"/>	Lot Coverage %
Project Information		
Description:		
Residence Type: Single-family Detached: <input type="checkbox"/> Duplex: <input type="checkbox"/> Townhome: <input type="checkbox"/>		
Features: Porch: <input type="checkbox"/> Deck: <input type="checkbox"/> Detached Garage: <input type="checkbox"/> None: <input type="checkbox"/> Other:		
Building Height:	Building Square Footage:	
Applicant Signature		Date:
This area to be completed by staff		
Business License Paid:	Taxes Paid:	This box for approval stamp
Notes:		



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What is needed for submission	
1.	Application for Zoning Approval
2.	Plat showing, <ul style="list-style-type: none"> A. Location of proposed structures to include accessory structures, driveways, and sidewalks B. Setbacks from property line and rights-of-way C. Easements (access, utility, sight distance, etc.) D. Tax Map Number E. Right-of-ways F. Utility Connections G. Grades, both pre and post development H. Proposed Site Drainage I. Well and Septic locations (if applicable) J. Riparian Protection Areas and Floodzones
3.	An architectural plan showing the four elevations, identifying height from grade and any extensions (cantilevers, bump-outs, bays, etc.)
Zoning Process	
1.	Obtain Zoning Approval from the Town of Strasburg <ul style="list-style-type: none"> A. The new 911 address will be assigned and identified on the Zoning Approval B. The Town will provide Shenandoah County a copy of the Zoning Approval C. Tap fees shall be paid before zoning approval will be issued.
2.	A Public Land Use Permit is required for driveway connection to the roadway.
3.	Submit Architectural Plans to Shenandoah County for review.
4.	The County will issue the related Building Permits (prerequisite – Zoning Approval)
5.	Prior to the placement of the building foundation, a Location Certification is required to be completed by a surveyor. This certification is to verify the location of the structure matches the approved plan and setback requirements. The survey shall be provided to the Zoning Administrator.
6.	A Water and Sewer Connection application is require to be submitted before utility connection.
7.	Once the site is established and complete, schedule a Final Utily Inspection with the Town of Strasburg, Department of Public Works (DPW).
8.	Once the DPW Final is approved, schedule a Zoning Occupancy inspection with the Town of Strasburg, Planning and Zoning Department. (Building Occupancy cannot be issued without this approval)

NOTES:

1. For applications proposed in a Historic District, see the [Town of Strasburg Historic District Design Guidelines](#). Residential New Construction in the Historic District will require review by the Strasburg Architectural Review Board.

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.