



Application for Zoning Permit for Residential Accessory Structure/Addition

Version 2023.0523

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

Permit #		
Applicant Information		
Name	Company name	
Address		
City/State	Zip Code	Phone
Email		
Contractor's License #		
Owner Information (if different than above)		
Name		
Address		
City/State	Zip Code	Phone
Lot Information		
Street Number, Name		
Project Information		
Description		
Proposed Building Height (if roofed or fence)	Proposed Building Area (square feet)	
Owner/Applicant Signature		Date
By signing, you certify that the information within this application is correct to the best of your knowledge.		
This area to be completed by staff		
Business License Paid:	Taxes Paid:	This box for approval stamp
Comments:		



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What is needed for Residential Accessory Structure/Addition submission

1. Application for Residential Accessory Structure (page 1 of this form)
2. Provide either a survey or detailed drawing (see the next page for drawing examples). The drawing shall include the following items.
 - A. Property boundaries
 - B. Existing improvements on the lot (house, deck, detached garage, shed, porch, fence, driveway, sidewalk, pool, etc.)
 - C. Setbacks of proposed improvement(s) to property line/right-of-way
 - D. Roadway/right-of-way
 - E. Proposed improvement(s)
3. If applicable - A completed and signed Hold Harmless Agreement will be required for any fence that crosses a Town of Strasburg utility easement. (This will be identified during the application review process)
4. If applicable - A copy of the approval from the homeowners association to include any drawings.
5. Application fee (Fee amount shall be based on current fee schedule adopted by Town Council.)

NOTES:

1. For applications proposed in a Historic District, see the Town of Strasburg Historic District Design Guidelines. Construction in the Historic District will require review by the Strasburg Architectural Review Board.
2. This zoning approval does not verify that all easements have been correctly identified. The town is not responsible for private and utility easements that are not identified within the attached drawing.

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.

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If a survey is not provided, here are two examples of drawings that can reference what is needed created to submit with your application. The application will not be accepted if the drawing does not accurately depict the current site to include the following items.

