



Town Zoning Administrator
Post Office Box 276, 112 South Main Street
Gordonsville, Virginia 22942
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ZONING PERMIT
(For structures and fences located on property zoned Residential)

I. IDENTIFICATION AND PROPERTY LOCATION

Tax Map Identification Number:
Name of Property Owner:
Physical Address of proposed site:
Mailing Address:
Telephone Number: Fax Number:
E-mail Address:
Name of Contractor:
Contractor's Mailing Address:
Telephone Number: Fax Number:
E-mail Address:

\*Does Contractor have a Town of Gordonsville Business License? YES NO

II. PRESENT ZONING CLASSIFICATION (check one)

- R-1 (Residential) R-4 (Low Density Residential) AG (Agricultural)
R-2 (Multifamily/Townhome) R-3 (Professional/Residential)

III. TYPE OF DEVELOPMENT

- Single-family Dwelling Accessory structure Fence Other
New Expansion New Expansion New Expansion

IV. BUILDING/SITE INFORMATION

Height of structure Number of stories Basement? YES NO
Square feet of existing structure Square feet of new construction
Lot area (sq. ft.) Lot width (at front setback line) Corner lot? YES NO
Number of off-street parking spaces proposed:
Setbacks:
Front (from center of road or curb) Right Side yard
Rear Yard Left side yard
Public water available? YES NO Public sewer available? YES NO
Number of proposed connections: Water Sewer N/A

Property located within the Town of Gordonsville **Historic Overlay District (HOD)**?  
(Properties located within the Town's HOD first require the issuance of a Certificate of Appropriateness from the Board of Architectural Review (BAR))

- Yes (COA # \_\_\_\_\_ Date of Issuance \_\_\_\_\_)
- No

**For properties zoned R-3**, Planning Commission Review of a professional use within the residential structure is required pursuant to Section 603.01 of the Town's LDO.

Professional Use: \_\_\_\_\_

Planning Commission Review: \_\_\_\_\_ Date \_\_\_\_\_ Approval \_\_\_\_\_ Denial \_\_\_\_\_

An application for a Zoning Permit for a permitted use shall be accompanied by the appropriate number of an acceptable site plan(s) with such reasonable information shown as set forth in the Town's Land Development Ordinance and as may be required by the Town's Zoning Administrator. **Please see Attachment A for Site Plan Requirements.**

**V. ADDITIONAL REMARKS**

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

**VI. APPLICATION FEE**

Please include your non-refundable application fee in the amount of \$25.00 dollars (\$10.00 for accessory structures & fences). Checks should be made payable to The Town of Gordonsville. **\*Contractor's business license must be paid prior to issuance of zoning permit.**

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name of signature

***A copy of this permit must be presented to the Orange County Building Inspectors Office to obtain a building permit. All construction shall conform to the Town of Gordonsville Land Development Ordinance and the Virginia uniform Statewide Building Code. Certificate of Occupancy will require an approved Zoning Inspection.***

***Approved Zoning Permits are valid for six (6) months.***

**FOR OFFICE USE ONLY**

Permit Number \_\_\_\_\_

Approved  Denied

\_\_\_\_\_  
Signature of Zoning Administrator

Date \_\_\_\_\_

This permit shall expire on \_\_\_\_\_ 20\_\_\_\_ (Pursuant to Section 802.05-3 Town of Gordonsville Land Development).

## Attachment A

### Town of Gordonsville, Virginia Zoning Permit Application - Site Plan Requirements

**Zoning Permit Applications must include 2 copies of a site plan  
containing the following information:**

#### **Residential single-family development in R-1, R-3, R-4 and AG Zoning Districts**

- 1. Lot area, width, & setbacks (Section 701.00)
- 2. Lot dimensions with monuments located (Section 802.02-1)
- 3. Location, size, & height of existing & proposed structure[s] (Section 701. & 802.02-1)
- 4. Yard dimensions & use of structure[s] (Section 802.02-1)
- 5. Location of private and public easements & utilities (Section 701. & 802.02-1)
- 6. Location of water courses (802.02-1)
- 7. Location of street right-of-way lines & street names (802.02-1)
- 8. Location and name of abutting property owners (802.02-1)
- 9. Evidence of VDOT entry way permit [*new entrances located on state roads*]
- 12. Location of off-street parking area (Section 703)
- 12. Fencing plan (Section 709)

#### **Accessory Structures in all Zoning Districts**

- 1. Lot area, width & setbacks of the proposed accessory structure (Section 701.00)
- 2. Lot dimensions with monuments located (Section 802.02-1)
- 3. Location, size, & height of existing & proposed structure[s] (Section 701. & 802.02-1)
- 4. Yard dimensions & use of structure[s] (Section 802.02-1)
- 5. Location of private and public easements & utilities (Section 701. & 802.02-1)
- 6. Location of water courses (Section 802.02-1)
- 7. Location of street right-of-way lines & street names (Section 802.02-1)
- 8. Location and name of abutting property owners (Section 802.02-1)

#### **Fences in all Zoning Districts**

- 1. Lot area, width & setbacks of the proposed fence (Section 709.00)
- 2. Location, size, & height of fence (Section 709.00)
- 3. Type of fencing material (Section 709.01)
- 4. Location of private and public easements & utilities (Section 802.02-1)
- 5. Location of water courses (Section 802.02-1)
- 6. Location of street right-of-way lines & street names (Section 802.02-1)
- 7. Location and name of abutting property owners (Section 802.02-1)

Additional information available in the Town of Gordonsville Land Development Ordinance, which  
can be found on the Town web site at

<http://www.townofgordonsville.org/DocumentView.aspx?DID=884>