Town of Gordonsville, Virginia

Town Zoning Administrator
Post Office Box 276, 112 South Main Street
Gordonsville, Virginia  22942
Phone – (540) 832-2233/ Fax – (540) 832-2449
E-mail: dkendall@gordonsville.org

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 __________

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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 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

__________________________________________ Date ________________________

Signature of Zoning Administrator

This permit shall expire on ________________________ 20_____ (Pursuant to Section 802.05-3 Town of Gordonsville Land Development).
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]
- 10. Location of off-street parking area (Section 703)
- 11. 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