



# TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246, Smithfield, VA 23431  
(757) 365-4200 Fax (757) 357-9933

## ZONING PERMIT APPLICATION

Tax Map Number \_\_\_\_\_

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

Request a Zoning Permit to erect / enlarge / move / demolish a \_\_\_\_\_  
located at \_\_\_\_\_ for use as a \_\_\_\_\_

The property has / does not have City water and will be connected to a (sewer system-septic system\*). A plat of the property with an outline of the building, distance to property lines, driveway, and off-street parking is attached.

Living area of structure: \_\_\_\_\_ sq. ft. Attached/Detached garage: \_\_\_\_\_ sq. ft. Total square feet: \_\_\_\_\_

Accessory structure (if applicable) is \_\_\_\_\_ ft. high. Water Meter Size: \_\_\_\_\_

Zoning Permit Fee \$ \_\_\_\_\_ Water Minimum Fee \$ \_\_\_\_\_

Sewer Fees: Availability Fee \$ \_\_\_\_\_ Connection Fee \$ \_\_\_\_\_ HRSD Fee \$ \_\_\_\_\_

Water Fees: Availability Fee \$ \_\_\_\_\_ Connection Fee \$ \_\_\_\_\_

Agreement in Lieu of an Erosion and Sediment Control Plan Fee \$ \_\_\_\_\_

Residential Erosion and Sediment Control Inspection Fee \$ \_\_\_\_\_

Pro-Rated Utility Fees: Sewer \$ \_\_\_\_\_ Water \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Proffers: \_\_\_\_\_

Property is zoned \_\_\_\_\_ Front/Rear Yard setbacks \_\_\_\_\_ Side Yard setbacks \_\_\_\_\_

Board of Historic and Architectural Review (BHAR) approval is / is not required. BHAR approval date \_\_\_\_\_

Date Issued \_\_\_\_\_

(valid for six (6) months)

for William G. Saunders, IV, AICP, CZA  
Planning and Zoning Administrator

### **TOWN INSPECTIONS:**

The Town shall inspect the following for any new single family residence or commercial structure (if applicable):

- **Erosion & Sediment Control measures**
- **Address numbers on the building**
- **Water meter boxes**
- **Sewer clean outs**
- **Sewer tie-ins (before it's backfilled and covered up)**
- **Driveway Culvert (24 ft. of RCP pipe is required. The pipe diameter and invert shall be approved by the Town prior to installation)**
- **Driveway apron inspections (prior to material installation)**  
Driveway description (circle one): Concrete / Gravel / Asphalt (see attached)

**NOTE:** The permittee, as signed below, takes full responsibility/liability for the proper installation of the above referenced items and for any damage incurred to the Town's existing water, sanitary sewer facilities and roadway infrastructure on site.

I agree with the above referenced statement \_\_\_\_\_

(Print Name)

(Signature)

### **MISCELLANEOUS NOTES:**

Before work begins, a building permit must be obtained from Isle of Wight County. (757-357-3191)

All fees must be paid at time the zoning permit is issued. The Contractor must have a **Town of Smithfield Business License** and is responsible for maintaining the cleanliness of the work site.

If any structure, temporary or permanent, is placed in any easement, and the Town of Smithfield has to do any type of work in that easement; then the structures may be moved at the property owner's expense.

A Chesapeake Bay Ordinance Worksheet and an Agreement in Lieu of an Erosion and Sediment Control Plan must be submitted for all new construction. Two off-street parking spaces are required per residential dwelling unit.

Owner / Agent \_\_\_\_\_ Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Owner \_\_\_\_\_ Lot \_\_\_\_\_ Phase/Section \_\_\_\_\_ Subdivision \_\_\_\_\_

\*Septic systems and wells require Health Dept. approval. This application complies with the Town's Ches. Bay Preservation Ordinance and does / does not require a reserve drain field equal to the primary sewage disposal site.