



TAPPAHANNOCK, VIRGINIA

Zoning Permit

Contact Information

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Application Process

1. Applicant submits plans and information listed on Building Permit and Minor Site Plan Checklist along with the owner's signature of authorization (ref. Appendix A for requirements).
2. Zoning Administrator or designee reviews application and other documentation.
3. Application either "Approved" or "Disapproved" by Zoning Administrator not later than 90 days after the application is deemed complete by the Zoning Administrator or designee.

A zoning permit is required for a change in use or commencement of an activity that does not require any other specific permit as listed in the Tappahannock Zoning Ordinance – Adopted September 13, 2004. The applicant must submit a complete application packet consisting of the following:

- Zoning Permit Application
- Site Plan
- Legal Description of the property and all property owners listed
- Other supporting documentation as required by the Zoning Administrator or designee.

Please fill out the following information to the best of your knowledge and ability.

This permit shall expire and may be revoked if work has not begun within one (1) year or been substantially completed within two and a one-half (2- 1/2) years from the date of issuance (ref. Section 22-33).

Access to the Essex County GIS: <https://essex-county-virginia-gis-portal-essex-virginia.hub.arcgis.com/apps/91a67629fee24202a27ef6df878e24bb/explore>



Zoning Permit

Official Use Only

Zoning Permit No. _____

Contact Information

Property Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Applicant Title: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Property Information

Subject Project Address: _____

Subdivision Name: _____

Tax Map Number(s): _____

Total Parcel(s) Lot Area: _____ (Sq. Ft. / Acre) | Zoning District: _____

Existing Use of Property: _____

Request Change of Use or Tenant Footprint Expansion New Structure Other

Proposed Use of the Property: _____

Current Value of Existing Structure: _____ (tax value as assessed)

Proposed Costs of Improvements: _____

Percentage of Improvement Costs to Value of Structure: _____

Narrative of request: _____

Complete Page 3

Owner Authorization

I hereby authorize county officials to enter my property for the purpose of determining zoning compliance. All information submitted and required as part of this process shall become public record.

Applicant Signature Date _____

Applicant (2) Signature Date _____

Property Owner(s) Date _____

Property Owner(s) Date _____

Other information:

Flood Zone Information (FEMA)

FEMA Flood Zone: _____ Base Flood Elevation: _____ ft

Existing Natural Grade: _____ ft | Proposed Finished Grade: _____ ft

Fill for Septic (Check for yes): Fill for Building Pad (Check for yes):

Official Use

Reviewer: _____

Approved: Denied:

Date: _____

Exemption from Zoning Permit:

As-built Survey required:

Elevation Certificate required:

Notes: _____

Zoning Permit Checklist

Date Received: _____

Applicant: _____

Site Plan submitted (Check for yes):

Request: _____

	Located within or near Chesapeake Bay Resource Protection Area (RPA)
	Flood zone
	Natural Elevation
	Proposed Finished Elevation
	Dimensions of Footprint
	Lot Coverage Calculation
	Number of Proposed Parking Spaces
	Existing vegetation site plan and list
	Proposed Landscaping Plan
	Proposed Fill (yes or no)
