



COUNTY OF HIGHLAND

DEPARTMENT OF
BUILDING AND ZONING

P.O. Box 188 Monterey, Virginia 24465

Phone 540-468-2323
Email hilandbz@htcnet.org
Website highlandcovabz.org

Permitted Use Permit Application

The Highland County & Town of Monterey Zoning Ordinance requires the applicant to get a Permitted Use Permit pursuant to Section: 802.00-802.02-5

For Office Use Only

FEE: _____

Date Received: _____

Deadline Date: _____

Received By: _____

Applicant to provide the following information:

Use Applied For: _____

Use Location: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____ Cell: _____

Landowner Name: _____

Landowner Address: _____

Landowner Phone Number: _____ Cell: _____

Acres in Parcel: _____ Zoning: _____ Tax Map #: _____

Acres in Request: _____ Election District: _____

1. Describe the intended use.

2. State whether new buildings will be constructed and describe improvements to existing infrastructure.

3. State whether traffic volume will increase significantly in the immediate neighborhood. Describe the type of traffic and the estimated increase.

4. State the amount of parking required for use as outlined in the Zoning Ordinance and the amount of parking that will be onsite.

5. List all signs that will be posted or installed on the property. Describe location and size of each sign.

6. List days and hours of operation (include deliveries).

7. Describe anticipated noise, waste, dust and vapors associated with the use.

8. State the number of people to be employed by new use and describe any potential for growth.

Signature of Landowner

Signature of Applicant or Agent

To be completed by the designated departments

Highland County Zoning Administrator	Office Hours by appointment	540-468-2323
P.O Box 188	9am-4pm Monday-Friday	hilandbz@htcnet.org
Monterey, VA 24465		

Highland County Zoning Administrator

Highland County Building Official	Office Hours by appointment	540-468-2323
P.O Box 188	9am-4pm Monday-Friday	hilandbz@htcnet.org
Monterey, VA 24465		

Highland County Building Official
