



Zoning Compliance Permit Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

Notes:

1. Most forms of development require the review and approval of a zoning compliance permit prior to the issuance of a building permit, business license, or certificate of occupancy.
2. The Zoning Compliance Permit (Signs) Application Form is a separate form used for the review and approval of all signs and signage.
3. In all historic districts and downtown districts (D1 and D2), please discuss your construction project with Planning staff before beginning a project.

1. General Project Information

Project Address:

Tax Parcel Identification Number:

2. Project Activities – Please Check all that Apply
(Provide additional information as required.)

<input type="checkbox"/>	Changes to an existing parking lot
<input type="checkbox"/>	Addition or deletion of bicycle parking
<input type="checkbox"/>	Addition to an existing building
	Size of Addition (square feet): <input type="text"/>
	Value of Addition: <input type="text"/>
	Use of Addition: <input type="text"/>
<input type="checkbox"/>	Installation or modification to loading spaces
<input type="checkbox"/>	Installation or modification to any landscaped buffer areas
<input type="checkbox"/>	Installation or modification of HVAC screening
<input type="checkbox"/>	Installation or modification of dumpster screening
<input type="checkbox"/>	Installation or modification any exterior lighting
<input type="checkbox"/>	Installation or modification of any fence or wall
<input type="checkbox"/>	Installation or modification of any sign(sign information sheet also needed)
<input type="checkbox"/>	Installation or modification of any outdoor storage area
<input type="checkbox"/>	Installation or modification of any accessory building (if over 256 Sq feet in size a building permit will be required)
<input type="checkbox"/>	Modification of the façade of any building visible from the public right of way

Project Address:

Tax Parcel Identification Number:

3. Submittal Requirement Checklist

(Submittals should include 2 copies of listed items, unless otherwise stated.)

A. General Information for all Applications

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Zoning Compliance Permit Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
<input type="checkbox"/>	Description of existing use(s) of the site
<input type="checkbox"/>	Description of the proposed use of the site
<input type="checkbox"/>	Site zoning, including subdistrict, overlay, or street frontage type, if applicable
<input type="checkbox"/>	Use Permit case number (if applicable)
<input type="checkbox"/>	Conditional Rezoning case number (if applicable)
<input type="checkbox"/>	Approved Variance Permit case number (if applicable)
<input type="checkbox"/>	Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form)

For Use Changes and Non-Habitable Structure

<input type="checkbox"/>	Copy of lease agreement or letter from property owner stating permission to occupy building/dwelling for proposed use
<input type="checkbox"/>	Floor plan of building or structure
<input type="checkbox"/>	Proposed square footage of new use

For New Buildings or Structures Exempt from Type I or Type II Development Plan Review

(All of the following information must be provided on a survey.)

<input type="checkbox"/>	Acreage and square footage of the site
<input type="checkbox"/>	Front, side or rear yard depths, if contextual, or less than zoning district minimum
<input type="checkbox"/>	All easements (including drainage) with dimensions and designation as to type
<input type="checkbox"/>	Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures over 150 square feet in size
<input type="checkbox"/>	Location and description (including date of construction and architectural style) of all historic structures or site features on the site
<input type="checkbox"/>	Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground
<input type="checkbox"/>	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities associated with a new building (includes above ground utilities and grades and computations where appropriate)
<input type="checkbox"/>	Location, size, and species of any required landscaping or existing specimen tree, if applicable
<input type="checkbox"/>	Location, height, and materials associated with fencing or walls