



801 Crawford Street, Portsmouth, Virginia 23704

# Interpretation Request Form

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

- Notes:**
1. Either the Planning Director or the Zoning Administrator will render the interpretation based on the zoning ordinance provision(s) involved.
  2. The Planning Department maintains an official record of interpretations on file in the Planning Department and available for public inspection during business hours

**1. General Project Information (if applicable to a particular site)**

Project Address:

Tax Parcel Identification Number:

**2. Written Description of Request (attach additional pages as needed)**

A) Identify what standard(s) or requirement(s) of the zoning ordinance that is the subject of this interpretation request.

B) Provide a description explaining the proposal and any additional reasons or material in support of proposed interpretation.

C) Provide any technical evidence (attach more pages as necessary) to support the proposed interpretation and a description of how the interpretation carries out the intent and purpose of the zoning ordinance and applicable zoning district.

**3. Submittal Requirement Checklist**  
(Submittals should include 3 copies of listed items, unless otherwise stated.)

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Interpretation Request Form
<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 other information determined to be necessary by the Planning Department