

MADISON COUNTY BUILDING & ZONING DEPARTMENT

410 N Main Street, Madison, VA 22727

Phone: (540) 948-6102

www.madisonco.virginia.gov

ZONING PERMIT APPLICATION INSTRUCTIONS

- 1) The zoning application fee, as described in the Madison County Building & Zoning Fee Schedule, is due when this application is submitted to our office.

Agricultural Structure Permit \$50.00
Zoning Permit (Accessory Structures) \$50.00
Zoning Permit (New Dwelling/Commercial Structures) \$100.00
- 2) A placement survey plat and/or a drawn site plan must be submitted with this application. On the plat or plan, you must identify the location of any proposed or existing structures and/or buildings, any existing or proposed roads/rights-of-way/easements, entrance location to the property, and proposed setbacks. **This application shall be considered incomplete without this information.**
- 3) You may be required to provide a copy of the deed to the property if staff cannot locate it in the clerk's office.
- 4) Upon review of your zoning application, the Planning & Zoning Administrator may call you and request the following: The proposed structure must be staked off on all corners AND the property lines must be flagged. When flagging the property lines, please flag the lines as they pass by the proposed structure. Please use markings that are clearly identifiable.
- 5) If you are creating a new entrance off of a state-maintained road, you must attach a copy of the approved Virginia Department of Transportation (VDOT) entrance permit. For further information on how to obtain this, please contact VDOT at (434) 293-0011.
- 6) Prior to the issuance of any zoning permit (including farm buildings), you are required to have health approval from the Madison County Health Department. For further information on how to obtain this, they can be reached at (540) 948-5481.
- 7) An erosion and sediment permit may also be required prior to any excavation, as well as a building permit; therefore, no work shall begin prior to making an application for zoning.
- 8) If the proposed size or location of the structure and/or building changes after the zoning permit has been issued, an amended application is required and will include a fee equal to the original zoning application. It must also go through the same zoning review process again.
- 9) Under Article 14-1-4 of the Madison County Zoning Ordinance, zoning permits will be issued for a term of one year. In the event work specified on the permit is not completed prior to the expiration of term of the permit, a new building permit subject to the fee schedule will be required.
- 10) All zoning applications will be considered according to the order which they are received. Please note the review process could take up to two weeks (provided all documentation is submitted/received).
- 11) Additional information may be required if the Planning & Zoning Administrator determines it necessary to ensure conformance with, and to provide enforcement of the Madison County Zoning Ordinance, and any other Madison County Ordinances applicable.
- 12) If you have any questions, please call our office at (540) 948-6102, Monday through Friday, 8:30 a.m. to 4:30 p.m.

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ZONING PERMIT APPLICATION

- 1) The applicant is the: ☐Owner ☐Lessee ☐Agent for Owner/Lessee

Owner	Lessee (if applicable)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email:	Email:

- 2) E911 Address of Construction: _____

- 3) Please provide detailed directions to the site: _____

- 4) Tax Map Number: _____ 5) Size of Parcel: _____

- 6) Is the parcel located in a subdivision? ☐Yes ☐No
If yes, which one: _____

- 7) Is the parcel located in the floodplain? ☐Yes ☐No

- 8) Shrink-swell soils? ☐Yes ☐No ☐Moderate ☐Severe ☐24" Footing ☐N/A

- 9) Is the proposed structure and/or building located in the floodplain? ☐Yes ☐No

- 10) Is this application the result of receiving a notice of violation? ☐Yes ☐No

- 11) Water and sewage source for the property:
☐Private Well ☐Private Septic ☐Public Water ☐Public Sewer ☐None

- 12) Is a new entrance being created off a state-maintained road? ☐Yes ☐No

- 13) Current use of property (Ex: Vacant, Residence, Farming, etc.): _____

- 14) List existing structures and/or buildings that are currently on the property:

- 15) Proposed structure and/or building (Ex: New Home, Addition, Porch, Deck, Accessory Building, etc.):

- 16) The proposed structure and/or building will be used for the following (Residence, Farm Use, Household Storage, etc.): _____

17) Will the proposed structure or property be used for any type of business? Business uses may include, but may not be limited to: retail, short-term lodging, farming operation, home occupation, etc.?

☐ Yes ☐ No *If yes, please describe business type:* _____

18) Dimensions of Proposed Structure and/or Building (Please include dimensions of any proposed decks and/or porches, if applicable):

19) Height of proposed structure and/or building: _____ feet

20) Please check which zoning district the parcel is located (If unknown, office staff can look this up for you):

☐ Conservation (C-1)

☐ Agricultural (A-1)

☐ Residential, Limited (R-1)

☐ Residential, General (R-2)

☐ Residential, Multiple Family (R-3)

☐ Business, General (B-1)

☐ Industrial, Limited (M-1)

☐ Industrial, General (M-2)

21) Please indicate the proposed minimum setbacks:

Front property line: _____ feet

Rear property line: _____ feet

Left side property line: _____ feet

Right side property line: _____ feet

Distance to closest building and/or structure on the subject parcel: _____ feet

I (we), the undersigned, do hereby certify that the above information is correct and true. I (we) further understand that in granting approval of this application, the Zoning Administrator may require that I (we) comply with certain conditions and that such approval shall not be considered valid until these conditions are met.

I (we), the undersigned, do hereby certify that the proposed structure and/or building is not under or near any power lines. I understand that this is my responsibility as the owner/lessee/applicant to contact REC to obtain the required minimum setbacks from the power lines, and any costs associated to negligence will be my responsibility. **If you have questions or are uncertain of the location of overhead or underground power lines, please contact REC at 1-800-552-3904. ********

Signature of Owner (if applicable)

Date

Signature of Lessee (if applicable)

Date

Signature of Agent for Owner/Lessee (if applicable- see below)

Date

If agent for owner, please provide the following information:

Printed name and title of agent for owner: _____

Mailing address of agent for owner: _____

Phone number and email of agent: _____

If you do not have a survey plat of the property, draw a site plan below. You may use additional sheets as necessary. The following items must be included on the site plan:

- Roads/ Rights-of-Ways/ Driveways/ Easements/Entrance Location.
- Existing structures/buildings currently on the property.
- Proposed location and dimensions of structure/building including distances from all property lines and distances from all roads, rights-of-ways, driveways, and/or easements.



OFFICE USE ONLY:

Date Application Received: _____ Permit Number: _____ Staff initials: _____ Application Fee: _____

You must maintain the following minimum setbacks:

Front: _____

Rear: _____

Side(s): _____

Other: _____

☐ Approved

☐ Denied

☐ Need additional information

Signature: _____

Date: _____