

	SECOND DWELLING ADMINISTRATIVE PERMIT APPLICATION (For use by a family member on a parcel with an existing dwelling, in accordance with Section 90-1038) Department of Planning 6602 Courts Drive, Prince George, VA 23875 (804) 722-8678 www.princegeorgecountyva.gov		OFFICE USE ONLY
			APPLICATION #:
			DATE RECEIVED:
APPLICANT FILL IN ALL BLANKS			
CHECK ONE: <input type="checkbox"/> FOR FAMILY MEMBER AGE 65 OR OLDER <input type="checkbox"/> FOR PHYSICALLY OR MENTALLY HANDICAPPED FAMILY MEMBER			
CHECK ONE: <input type="checkbox"/> FIRST TIME PERMIT REQUEST <input type="checkbox"/> RENEWAL OF EXISTING PERMIT			
PROPERTY ADDRESS IN PRINCE GEORGE COUNTY:			TAX MAP NUMBER:
ATTACHMENTS REQUIRED:			
<input type="checkbox"/> BUILDING PERMIT APPLICATION FOR SECOND DWELLING SUBMITTED TO BUILDING INSPECTIONS OFFICE			
<input type="checkbox"/> PHYSICIAN STATEMENT (If not for family member age 65 or older, provide a statement from a relevant physician confirming that occupant(s) of one dwelling is/are physically or mentally handicapped family member(s) with health impairment(s) requiring close supervision and care from other persons)			
NOTES: (Attach separate sheet or letter if necessary)			
OWNER	NAME(S) OF PROPERTY OWNER(S):		
	MAILING ADDRESS: (If different than property address above)		PHONE #:
OCCUPANTS	NAME(S) OF OCCUPANT(S) OF PRIMARY DWELLING:		
	NAME(S) OF OCCUPANT(S) OF SECOND DWELLING:		
	RELATIONSHIP BETWEEN OCCUPANT(S) OF BOTH DWELLINGS:		
APPLICANT/AGENT	APPLICANT NAME: (If different than property owner)		
	RELATIONSHIP TO PROPERTY OWNER:		
	E-MAIL ADDRESS:		PHONE #:
OFFICE USE ONLY			
ENERGOV #:		INVOICE #:	
FEE DUE: <i>Administrative Second Dwelling: \$200 (\$25 per year for Annual renewal)</i>		FEE PAID:	PAYMENT TYPE: <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT / DEBIT
CHECK / TRANSACTION #:		DATE RECEIVED:	RECEIVED BY:
DECISION: APPROVED RENEWED DENIED	PERMIT EXPIRES:	ZONING OFFICIAL SIGNATURE:	DATE:
NOTES:			

AFFIDAVIT

(attach additional sheet(s) if necessary for all owners to sign)

COMMONWEALTH OF VIRGINIA, City/County of _____, To-wit:

I (Property Owner), hereby certify that the foregoing information is true and correct to the best of my knowledge, and that the request for a second dwelling permit is for a qualified family member, as provided for in Section 90-1038 of *The Code of the County of Prince George, Virginia* and is not intended to circumvent the Prince George County Zoning Ordinance, and I understand the requirements that take effect when the structure is no longer needed as a second dwelling in accordance with Section 90-1038.

Property Owner Signature

Print Name

Date

Property Owner Signature

Print Name

Date

Subscribed and sworn to before me this _____ day of _____,
by _____.

My Commission expires: _____

Notary Public

Subscribed and sworn to before me this _____ day of _____,
by _____.

My Commission expires: _____

Notary Public

Second Dwelling Requirements

Sec. 90-1038. Second dwelling use for family members on a parcel with an existing dwelling.

The placement of a manufactured home (mobile home) on an individual parcel with a principal dwelling or the construction of a second dwelling unit separated or attached without internal access to the principal dwelling shall be permitted subject to the following conditions:

- (1) This use is for a family member 65 years of age or older, or a physically or mentally handicapped family member with health impairments requiring close supervision and care from other persons with a physician's statement confirming such health conditions. For the purpose of this section, mental illness and developmental disability shall not include illegal use of or addiction to a controlled substance as defined in Code of Virginia, § 54.1-3401.
- (2) The Virginia Department of Health shall be the certifying authority that the parcel or existing drain field is adequate to support the attached, detached second dwelling or manufactured home (mobile home).
- (3) The second dwelling unit shall be permitted for a period of one year from approval and must be renewed annually 30 days prior to the expiration date. The owner/applicant shall request renewal of the permit. This request shall be approved through an administrative permit signed by the director of planning or his/her designee. The administrative permit shall be accompanied by a notarized affidavit from the person whom the permit was issued that indicates the approved occupant(s) are residing in the attached or detached second dwelling. When the permittee hereunder no longer occupies such attached or detached second dwelling, such second dwelling shall have the kitchen facilities removed within 90 days, or if such second dwelling is a manufactured home (mobile home), said manufactured home (mobile home) shall be removed within 90 days. Failure to request renewal is indication that the second dwelling is no longer needed and such attached or detached second dwelling shall have the kitchen facilities removed within 90 days, or if such second dwelling is a manufactured home (mobile home), said manufactured home (mobile home) shall be removed within 90 days.
- (4) This administrative permit shall not be transferable nor run with the land.
- (5) Manufactured homes (mobile homes) are not permitted in the R-E, Residential Estate; R-1, Limited Residential; R-2, Limited Residential; or R-3, General Residential Zoning Districts.
- (6) Initial fee of \$200.00 with a renewal fee of \$25.00.

(Ord. No. O-06-04, 10-24-2006)