



# ZONING PERMIT APPLICATION

## Department of Planning & Zoning

6602 Courts Drive, PO Box 68, Prince George, VA 23875  
Phone: (804) 722-8678 | Email: [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov)  
[www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov)

STAFF USE ONLY

ENERGOV #:

DATE RECEIVED:

### PROJECT DETAILS (FILL IN ALL BLANKS)

PROJECT ADDRESS:	TAX MAP #:
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DESCRIPTION OF PROJECT:	CONDO UNIT?	Y	N
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### DIRECTIONS FOR REQUIRED PLOT PLAN ATTACHMENT (Check each box to confirm completed)

- 1. **Prepare and Attach a Plot Plan:** Use a plat or other **to-scale map** to show the proposed location for the structure within the boundaries of the property. Acceptable forms of plot plans for a zoning permit include a survey plat, a sketch on a survey plat, or a GIS-based map, such as can be created or printed using the "Online Interactive Maps" tool on the County website, which provides approximate property lines, aerial imagery, and includes a measurement tool. **A hand-drawn sketch is not acceptable.**
- 2. **Determine the distances that the proposed structure will be "set back" from the nearest four property lines.** Take accurate field measurements and/or use mapping tools to ascertain this information.
- 3. **Provide those measurements (setbacks) on the Plot Plan.**
- 4. If your project is a new single-family dwelling, identify the locations of the entrance and the driveway on the plot plan, and also illustrate any new road surface proposed to be constructed outside of the property boundaries (for example, in an access easement).

Contact the Planning Department with any questions prior to submittal, or if you need assistance in preparing a plot plan.

### TYPE OF PLOT PLAN(S) ATTACHED (SELECT AT LEAST ONE):

GIS MAP    SURVEY PLAT    OTHER SCALE DRAWING   NOTES: \_\_\_\_\_

<b>BUILDING HEIGHT</b> (Only for new structures or if increasing the height of existing structures. Otherwise mark N/A)	<b>HEIGHT OF RIDGE:</b>	<b>HEIGHT OF EAVES:</b>
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### CONTACT INFORMATION (FILL IN ALL BLANKS)

PROPERTY OWNER NAME:	
OWNER PHONE:	OWNER EMAIL:
APPLICANT NAME (IF NOT OWNER):	
APPLICANT PHONE:	APPLICANT EMAIL:

### OWNER/APPLICANT AGREEMENT – BY SIGNING, I UNDERSTAND AND AFFIRM THAT:

- The type of use, setbacks, height, and other factors about the proposed structure and property must comply with the County Zoning Ordinance (Chapter 90 of the Prince George County Code, available online).
- The County bears no responsibility for construction/siting errors. It is the owner/contractor's responsibility to ensure that the structure complies with any required minimum setback distances.
- DETACHED RESIDENTIAL ACCESSORY STRUCTURES:
  - May not be used as a second dwelling unit unless allowed by Zoning Ordinance.
  - Operating a business in such structures requires a Special Exception from the Board of Supervisors.
  - Generally, shall not be taller than the main structure in "Building height", as calculated by definition in Sec 90-1.
- Incomplete applications may be returned to the applicant, or additional information may be requested during review.
- The information provided in this application is accurate, true and correct, to the best of my knowledge.

SIGNATURE:	SELECT ONE:	DATE:
PRINT NAME:	<input type="checkbox"/> PROPERTY OWNER / AGENT OF OWNER	
	<input type="checkbox"/> CONTRACTOR	



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<b>PROJECT ADDRESS:</b>		<b>TAX MAP #:</b>		
<b>ZONING DISTRICT:</b>		<b>NAME OF SUBDIVISION / DEVELOPMENT:</b>		
<b>REQUIRED MINIMUM SETBACKS:</b>	<b>FRONT:</b>	<b>REAR:</b>	<b>LEFT:</b>	<b>RIGHT:</b>

Proposed location meets setback requirements?  No  Yes (= PASS)

Land use is permitted?  No  Yes (= PASS) Specify: \_\_\_\_\_

Lot exists on recorded plat and otherwise complies with Section 90-1032?  No  Yes (= PASS)

Notes: \_\_\_\_\_

No encroachment into RPA, Wetlands, Floodplain?  No  Yes (= PASS) Notes: \_\_\_\_\_

Cash Proffer Applicable?  No  Yes Amount Due: \_\_\_\_\_ Notes: \_\_\_\_\_

**ADDITIONAL REVIEW COMMENTS / NOTES:**

**CONDITIONS OF APPROVAL OR REASON(S) FOR DENIAL:**

<b>ZONING PERMIT APPROVED?</b>			<b>ZONING OFFICER SIGNATURE:</b>	<b>DATE:</b>
<b>Y</b>	<b>N</b>	<b>Updated in Energov? <input type="checkbox"/></b>		

Any aggrieved person may appeal this decision within thirty (30) days of this date in accordance with the provisions of Virginia Code Section 15.2-2311. This decision shall be final and not appealable if not appealed within thirty (30) days.