

**Department of Planning and Zoning
Town of Front Royal, Virginia**

Checklist of Building/Zoning Permit Application Requirements

Pursuant to Town Code Section 175-134, all Building/Zoning Permit applications for new construction shall include the following information on site drawings:

- ❑ Size, shape and dimensions of the parcel of land on which the building is to be constructed;
- ❑ Location and use of building in relation to property lines;
- ❑ Location and arrangement of off-street parking, to include:
 - ❑ Setback from property lines
 - ❑ Location and size of driveways and entrances
 - ❑ Details of surface treatment
- ❑ Drainage plan for properly distributing surface water, to include;
 - ❑ Location of existing/proposed curb and gutter
 - ❑ If no on-street curb and gutter is existing or proposed, show street elevation and proposed spot elevations within front yard to ensure adequate drainage
 - ❑ Proposed grading plan or spot elevations sufficient to evaluate proposed drainage conditions
 - ❑ Locations of proposed down-spouts to handle roof water
- ❑ Location of existing sewer line, invert and rim elevations, and proposed connection to building. If located under proposed parking area, show location of sewer clean-out;
- ❑ Location of existing water line and proposed connection to building;
- ❑ Location of any existing easements and any other site improvements, utilities or appurtenances existing on the site;
- ❑ Copy of construction plans to be submitted with building permit;
- ❑ Finish floor elevation for first floor level, and for basement level if any plumbing or drains are to be installed in the basement.

The site drawing shall be prepared by a licensed land surveyor or registered architect.