



Town of Front Royal

ZONING PERMIT APPLICATION

FOR MAJOR CONSTRUCTION PROJECTS

Page 1 – Instructions

This application is required for the issuance of a zoning permit for major construction projects that require review by multiple town departments. Major construction projects include any non-residential construction project and any new residential dwelling. A separate zoning permit application is available for minor construction projects.

The application review process begins with the completion and submission of the applicant's information on the following page (application form). In addition to the completion of the application form on page 2, other information is required for submission of an application. This includes the submission of a Survey of the Property, Site Plan, showing all proposed structures, utilities and other improvements in relationship to the property lines, and Application Fee based on the fee schedule approved by Town Council. Other information may also be required depending on the project. Examples of additional information that may be required include building floorplans, construction specifications, and architectural renderings.

After all required information is submitted Planning & Zoning will transmit the application to the various Town departments. The review of the application may take up to two weeks. During the review process, applicants may be contacted by the various town departments if additional information is needed. Once all departments have reviewed and approved the request, Planning and Zoning will notify the applicant of the approval and the total amount of fees due, as well as transmit the approval to the Department of Finance for issuance upon payment of all required fees.

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 2 – Instructions *continued*

ADDITIONAL INFORMATION:

- All surveys must be certified by a registered land surveyor or engineer.
- An approved site plan is required for all nonresidential projects and a survey is required for all new residential dwellings in lieu of a site plan.
- Cash or check (made payable to the Town of Front Royal) may be used to pay the application fee. At the time of submittal, the application fee is due (\$100 non-residential /\$75 residential). After each department has reviewed the application, but prior to issuance of the zoning permit, the Finance Department will contact you to pay any other fees that may be due based on the details of the project.
- A zoning permit does not authorize the construction of any building or structure without a building permit. For projects within the Town of Front Royal, building permits may be obtained from the Warren County Building Inspections Department. You will need Town Staff to approve the building permit application to verify compliance of the Town Code before submitting a building permit application with Warren County.
- A Right-of-Way Utilization Permit may be required in addition to this permit for projects that impact the public right-of-way. Please ask Town Staff if you are unsure where the right-of-way is or to obtain an application for a right-of-way utilization permit.
- If the applicant is not the property owner, or a legally authorized agent of the property owner, the application will need to be signed by the property owner.

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 3 – Application Form

APPLICANTS ARE REQUIRED TO PROVIDE ALL INFORMATION ON THIS PAGE

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STEP 1 – THE APPLICANT'S PART

APPLICANT STARTS HERE

WHAT IS THE STREET ADDRESS? _____

WHAT SUBDIVISION OR DEVELOPMENT IS THE PROJECT IN? _____

PROJECT DESCRIPTION:

PROVIDE A DETAILED DESCRIPTION OF WHAT YOU WANT TO DO ABOVE



MAILING ADDRESS: _____

PHONE NUMBER: _____



APPLICANT'S NAME: _____
PRINT NAME HERE

APPLICANT'S SIGNATURE: _____
SIGN & DATE HERE



PROPERTY OWNER'S NAME: _____
PRINT NAME HERE

PROPERTY OWNER'S SIGNATURE: _____
SIGN & DATE HERE

COMPLETE THIS BOX ONLY IF THE PROPERTY OWNER IS DIFFERENT THAN THE APPLICANT



FOR RESIDENTIAL

CATEGORY OF PROJECT: (SELECT ONE)

NEW RESIDENTIAL DWELLING

TYPE OF DWELLING UNIT: (SELECT ONE)

SINGLE-FAMILY DETACHED

SINGLE-FAMILY ATTACHED

MULTI-FAMILY

FOR NONRESIDENTIAL

CATEGORY OF PROJECT: (SELECT ONE)

NEW NON-RESIDENTIAL BUSINESS

NON-RESIDENTIAL ADDITION

NON-RESIDENTIAL ACCESSORY BUILDING

OTHER: _____

NUMBER OF EMPLOYEES: _____

HOURS OF OPERATION: _____

SITE PLAN #: _____

ZONING PERMIT NUMBER: _____

(FOR TOWN STAFF ONLY)

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 4 – Application Form *continued*

ZONING INFORMATION

TAX IDENTIFICATION NUMBER: _____

PROPOSED BUILDING HEIGHT: _____

EXISTING SQUARE FEET OF BUILDING (IF ANY): _____

PROPOSED SQUARE FEET OF BUILDING: _____

LOT SIZE: _____ LOT FRONTAGE: _____

ZONING DISTRICT: _____

IS THE PROPERTY IN ANY OF THE FOLLOWING SPECIAL ZONES? CHECK ALL THAT APPLY

ENTRANCE CORRIDOR; FLOODPLAIN _____; HISTORIC DISTRICT

PROVIDE THE DISTANCES OF THE PROPOSED STRUCTURE TO THE FRONT, RIGHT, LEFT & REAR PROPERTY LINES

PROPOSED SETBACKS: FRONT: _____, RIGHT: _____, LEFT: _____, REAR: _____

PROVIDE THE MINIMUM DISTANCES REQUIRED BY CODE FOR THE PROPOSED STRUCTURE TO THE FRONT, RIGHT, LEFT & REAR PROPERTY LINES

REQUIRED SETBACKS: FRONT: _____, RIGHT: _____, LEFT: _____, REAR: _____



ELECTRIC SERVICE INFORMATION

WHAT TYPE OF ELECTRIC SERVICE IS REQUESTED? SINGLE-PHASE THREE-PHASE

CHECK ONE

OVERHEAD POWER LINES UNDERGROUND POWER LINES

HOW MUCH VOLTAGE AND AMPS ARE NEEDED?

VOLTAGE? _____ AMPS? _____



WATER OR SEWER SERVICES INFORMATION

HOW MANY OF THE FOLLOWING ARE PROPOSED:

Toilets _____; Urinals _____; Sinks _____; Tubs/showers _____

ESTIMATED WATER USAGE: _____ gallons per day

SIZE OF METER (MUST MATCH WATER SERVICE SIZE): _____

IS FIRE SUPPRESSION REQUIRED? YES NO; If yes, the line size is _____

APPLICANT STOPS HERE

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 5 –DEPARTMENT REVIEW WORKSHEET

(NOT FOR DISTRIBUTION TO APPLICANT)

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STEP 2 – TRANSMITTALS

Planning & Zoning Energy Services Public Works

2a



STEP 2a – DEPT. OF PLANNING & ZONING (THE SECTION IS COMPLETED BY TOWN STAFF)

Initial if approval is documented separately (example: email) _____

ASSIGNED ADDRESS (if new): _____

Comments:

PRELIMINARY APPROVAL OF ZONING PERMIT

DATE

THE ZONING PERMIT MAY NOT BE ISSUED UNTIL THE FOLLOWING DEPARTMENT APPROVALS ARE ISSUED:



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STEP 2b – DEPT. OF ENERGY SERVICES (FOR STAFF ONLY)

Initial if approval is documented separately (example: email) _____

Comments:

ENERGY RESOURCES CONSENT FOR ZONING PERMIT

DATE



2c



STEP 2c – DEPT. OF PUBLIC WORKS (FOR STAFF ONLY)

Initial if approval is documented separately (example: email) _____

Comments:

PUBLIC WORKS CONSENT FOR ZONING PERMIT

DATE

ZONING PERMIT NUMBER: _____

(FOR TOWN STAFF ONLY)

TOWN OF FRONT ROYAL ZONING PERMIT APPLICATION

Page 6 –PERMIT ISSUANCE WORKSHEET *continued*

(NOT FOR DISTRIBUTION TO APPLICANT)

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STEP 3 – DEPT. OF PLANNING & ZONING (THE SECTION IS COMPLETED BY TOWN STAFF)

Have all departments issued approval pending fee payment? YES NO INITIALS: _____

Required Application Fees		
Type of Fee	Unit Price (if applicable)	Fee Amount
Application Fee (<u>DUE AT SUBMISSION</u>)		
Proffer		
<i>SUBTOTAL</i>		
Electric Connection Fee		
Underground Inspection Fee		
Services over 125'		
Poles	\$375.00 per pole	
Conductor	\$1.50 per foot	
Transformer Cost		
<i>SUBTOTAL</i>		
Water Connection Fee		
Water Additional Fee		
Fire Suppression Fee		
Sewer Connection Fee		
Sewer Additional Fee		
<i>SUBTOTAL</i>		
TOTAL		

TRANSMIT INFORMATION REGARDING REQUIRED FEES AND DEPARTMENT APPROVALS TO FINANCE FOR PERMIT ISSUANCE AFTER PAYMENT



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\$ STEP 4 – DEPT. OF FINANCE (FOR STAFF ONLY)

Have all taxes been paid in full? YES NO INITIALS: _____

Have all application fees been paid in full? YES NO INITIALS: _____

Comments:

FINANCE CONSENT FOR ZONING PERMIT

DATE