

Town of Virginia City Site/Zoning Permit Application

A Site/Zoning Permit is required for any construction, alteration, or addition that:

1. Includes a new building footprint
2. Adds more than 100 square feet to an existing building footprint
3. Makes any change to public right-of-ways

General Information

Name of Applicant: _____

Project Site Address: _____

Block #: _____ Lot #: _____

Design Review District (HRD, HVRD, HD CD, HVCD): _____

Mailing Address: _____

Phone Number: _____

Project Description

Describe the planned project in detail, including a description of materials, location of proposed changes, and other pertinent details. Attach additional pages if necessary. *Example: Constructing a two-story, single-family home on a vacant lot. The exterior will feature board and batten siding, double-hung windows, and a gabled roof.*

Information to be Included:

☐ Photographs of the Site

Photographs should document the current site conditions and surrounding areas that may be affected by the project, including neighboring structures, local precedents, and relationship to scale and architectural character. The proposed structure should be located with flagging. Historic photographs accompanying those of current site conditions are greatly appreciated but not required.

☐ Elevation Drawings

Elevations should include all four sides, be labeled, and be drawn to scale. Suggested scale is 1/4" = 1'0".

☐ Floor Plan Drawings

Floor Plans should be drawn to scale. Suggested scale is 1/4" = 1'0".

☐ Site Plan Drawing

Site Plans should include the following: sewer/septic and water locations, street/alley locations, driveway locations, and existing and/or proposed building locations. Boundaries and setbacks should be labeled, and measurements should be provided where possible. Site Plans should be drawn to scale. Suggested scale is 3/32" = 1'0".

☐ Complete Materials List

Materials List should include all exterior details and materials, as well as a description of the foundation plan and material.

NOTE: Minimum set-back requirements apply. Survey, verifiable proof of survey, or a historic line of sight with existing structures is required.

NOTE: A separate Building Permit must be obtained through Madison County. For projects that include a septic system, a Septic Variance must be obtained through Madison County.

NOTICE: Blocks 15-18, 28-30, and 59-61 have been identified by the Department of Environmental Quality as a potential solid waste hazard area. Any and all remediation activities that may be required are the responsibility of the landowner, including utilities and public right of ways.

Signature of Applicant: _____ Date: _____

Received by Town Clerk/Treasurer:

- ☐ Completed Permit Application
- ☐ Supporting Information
- ☐ Permit Fee – ***Total payment due with application***
\$250 non-refundable processing and permit application fee + \$0.25/square foot of project
\$500 Road Impact Fee Bond

Fee Calculation: \$250 + (_____ square feet x \$0.25) = _____

Town Clerk/Treasurer: _____ Date Received: _____ Check #: _____

Street Used to Access Property: _____

Improvements Needed: _____

Engineering Required? Yes No Project Engineer: _____

Bonding Required? Yes No Bonding Amount: _____

Excavation Permit Required? Yes No Issuance Date: _____

Culverts Required? Yes No

Construction/Tracking Pad Required? Yes No

Right of Way Abandonment Requested? Yes No

Water Main Service Available? Yes No Location: _____

Water Main Extension Required? Yes No

Sewer Main Available? Yes No

Sewer Main Extension Required? Yes No

Encroachment Permit Required? Yes No Issuance Date: _____

Utility Excavation Permit Required? Yes No Issuance Date: _____

Septic Variance Required? Yes No Issuance Date: _____

Special Agreement for Service Line? Yes No

Payback Agreement? Yes No

Public Works Director: _____ Date Reviewed: _____

Comments: _____

Board Review of Permit Application

Fire Chief: _____ Date: _____

Comments: _____

Historic Preservation Officer: _____ Date: _____

Comments: _____

PWB Chairperson: _____ Date: _____

Comments: _____

HPAC Chairperson: _____ Date: _____

Comments: _____

Town Council – Mayor: _____ Date: _____

Clerk/Treasurer (Attest): _____ Date: _____

Comments: _____

Board of Adjustments: _____ Date: _____

Comments: _____

Permit Issuance Date: _____ *Permits are valid for two years from issue date*

Extension Requested? Yes No Issuance Date: _____

Extension Fee is 2x initial Permit Fee Fee Calculation: _____ x 2 = _____

Town Clerk/Treasurer: _____ Date Received: _____ Check #: _____

Project Inspected for Completion: _____ Date: _____