

# TOWN OF WINDSOR

## Zoning Permit Application



**Planning and Zoning  
Administrator**

(757) 242-4288

Established 1902

Application is hereby made for a Zoning Permit. It will be relied upon for the issuance of a building permit and/or Certificate of Occupancy by Isle of Wight County (when applicable). It is understood and agreed by this applicant that any error, misstatement or misrepresentation, either with or without intention on the part of this applicant, may cause disapproval of this application or shall constitute grounds for the revocation of such permit. Completion of this application acknowledges permission to access the property.

No building permit or occupancy permit shall be issued by the Building Official of Isle of Wight County unless the Planning and Zoning Administrator of the Town of Windsor first shall have issued an approved "Zoning Permit" which acknowledges that the proposed use, structure or building complies with the provisions of the Town of Windsor's Zoning Ordinance or authorized subject to a variance therefrom (unless specifically waived as approved by Ordinance by the Planning and Zoning Administrator). A final inspection by the Planning and Zoning Administrator or as delegated, is required prior to a final Certificate of Occupancy for any Commercial and Industrial Use pursuant to the Site-plan Review Process where applicable.

A site plan must be submitted showing all lot dimensions, building dimensions, setbacks from front, rear and side property lines and other buildings on the same lot. Wetlands, flood plains and Chesapeake Bay Preservation Areas should be indicated where applicable.

Property Owner(s) \_\_\_\_\_ Owners Ph.# \_\_\_\_\_

Owners Mailing Address \_\_\_\_\_

Applicant (if different from Owner) \_\_\_\_\_ Ph# \_\_\_\_\_ E-Mail \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Tax Map Number \_\_\_\_\_ Zoning \_\_\_\_\_ Subdivision \_\_\_\_\_ Purpose of this Permit \_\_\_\_\_

Is this a Change of Use? \_\_\_\_\_ Lot Size \_\_\_\_\_ Street Frontage \_\_\_\_\_ Height of Structure \_\_\_\_\_

Proposed actual setbacks in feet: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side(1) \_\_\_\_\_ Side(2) \_\_\_\_\_  
Utilities (circle) Public Water \_\_\_\_\_ Public Sewer \_\_\_\_\_ Septic Tank \_\_\_\_\_ Number of Parking Spaces \_\_\_\_\_

Building Type (Circle): Single family home \_\_\_\_\_ Addition to principal structure \_\_\_\_\_ Renovation \_\_\_\_\_ Attached Units \_\_\_\_\_  
Commercial \_\_\_\_\_ Industrial Accessory Building \_\_\_\_\_ Other (please explain) \_\_\_\_\_

Present/Last Occupant \_\_\_\_\_ Present/Last Use \_\_\_\_\_

Proposed New Occupant \_\_\_\_\_ Proposed New Use \_\_\_\_\_

New Building/Addition Square Feet \_\_\_\_\_ Description of Work to be Completed \_\_\_\_\_

A building permit is required for most new structures and any alterations to an existing buildings or its fire protection, plumbing, mechanical or electrical systems. None of this work is to be started without first obtaining a permit for this work. It is unlawful to change the occupancy of any building or structure prior to obtaining a Zoning Permit.

Name \_\_\_\_\_ Date \_\_\_\_\_

(Print)

Signature

### STAFF USE ONLY- DO NOT WRITE IN THIS AREA

Cash Proffer Y N Zoning Permit Fee \$ \_\_\_\_\_ Impervious Surface % \_\_\_\_\_

Site Plan/Variance case \_\_\_\_\_ Other Structures on Property \_\_\_\_\_ Structure Square footage \_\_\_\_\_

Permit does \_\_\_\_\_, does not \_\_\_\_\_ comply with the Zoning Regulations of the Town Of Windsor

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date \_\_\_\_\_ Signature/Title \_\_\_\_\_

Comments \_\_\_\_\_