

TOWN OF MIDDLEBURG
Office of the
Zoning Administrator

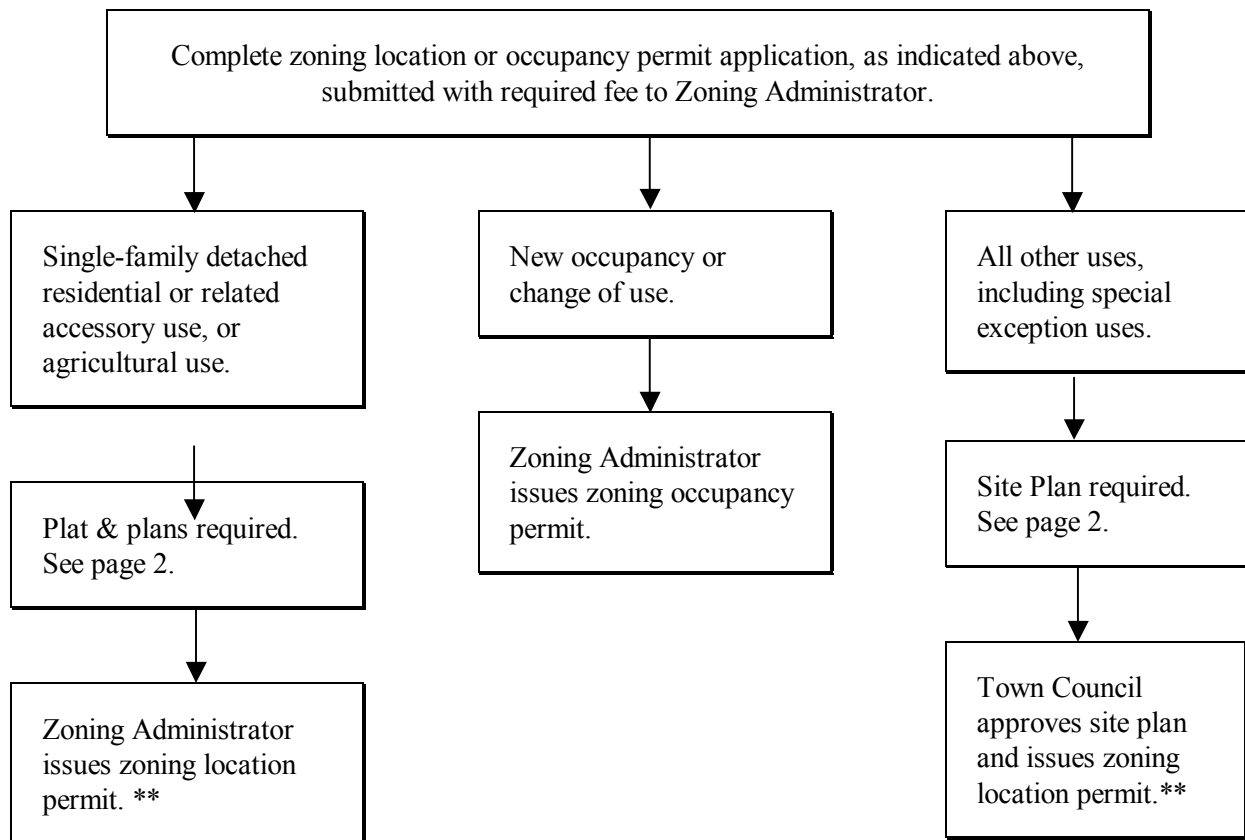
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How to Apply for a Zoning Permit

Location, Occupancy or Change of Use

Before starting any construction or commencing any use within the town, you must check with the Zoning Administrator to see whether a **Zoning Location Permit** and/or a **Zoning Occupancy Permit** are required. A **Zoning Location Permit** is required for any development or construction, such as deck construction, accessory buildings and structures, additions, substantial remodeling, substantial clearing, grading or excavation, and, in general, any residential or nonresidential building or structure is erected. A **Zoning Occupancy Permit** is required whenever the use of a structure or property is changed to a new use, in whole or in part, including the commencement of new businesses and home occupations, and whenever a new structure is occupied.

APPLICATION PROCESS



**** All construction must comply with approved plans. No changes to approved plans permitted without prior Town approval.**

SITE PLAN and LOCATION PLAT/PLAN REQUIREMENTS

LOCATION PLATS/PLANS

All developments and uses not requiring a site plan pursuant to the Middleburg Zoning Ordinance shall require the submission of a plat prepared by a certified land surveyor, except that plats submitted for additions to an existing single-family dwelling or accessory structure related to an existing single-family dwelling may be prepared by other than a certified land surveyor or registered engineer. Such plats shall contain the following information:

1. The dimensions, boundary lines, and size of the lot or parcel;
2. The location, dimensions and height of any building, structure, or addition, whether existing or proposed;
3. The distance from all property lines to the proposed addition, building, or structure, shown to the nearest foot;
4. The proposed elevation of the first floor and of the lowest floor of any proposed new building (Not required for additions unless the proposed elevation of the lowest floor of such addition is below the lowest floor elevation of the existing structure);
5. The existing and intended use of each building or structure or part thereof, including the number of dwelling units within a dwelling;
6. The location and configuration of any existing or proposed off-street parking spaces, the number of spaces proposed to be provided, and the proposed surfacing details;
7. The signature and certification number, if applicable, of the person preparing the plat; and
8. Any other information required by resolution of the Planning Commission as being necessary to the proper enforcement of the zoning ordinance for the proposed use.

SITE PLANS

Site plans required by the Zoning Ordinance shall be prepared to a scale of one inch equals one hundred feet (1" = 100") or larger. Sheets shall be 24" by 36". Site plans or any portion thereof involving engineering, architecture, landscape architecture, or land surveying shall be certified by an engineer, architect, or land surveyor authorized by the Commonwealth to practice such. All site plans shall be submitted to the Zoning Administrator in clearly legible blue or black lined copies and shall contain all of the information required by Section 171 (d) of the Zoning Ordinance.