



TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631
CLIFTON FORGE, VIRGINIA 24422
(540) 863-2500 / 2501 · FAX (540) 863-2534

ZONING APPLICATION

Zoning Amendment - \$ 250.00
Zoning Change - \$ 250.00 *
Conditional Use Permit - \$ 250.00 *
Zoning Variance - \$ 250.00 *
Zoning Appeal - \$ 250.00

* - plus \$ 5.00 for each certified letter to adjacent property owners

OFFICE USE ONLY

Application Number: _____

Date Received: _____

Hearing Date: _____

Decision: _____

Name of Applicant: _____

If not the Property Owner, what is the relationship: _____

Address: _____

Phone Number: _____ Fax Number: _____

Name of Property Owner (s): _____

Address: _____

Phone Number: _____ Fax Number: _____

Address of Property subject to application: _____

Legal Description of Property: Parcel Number: _____

Names and addresses of all individuals, corporations or firms owning property adjacent to the Subject Property, including those separated by a Public Way (street or road). Information is available in the office of Commissioner of Revenue. This information is not required for a Zoning Permit or Review

Name

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicant's Request: Explain completely the reason for the zoning request, intended use, proposed improvements, existing structures on the property, etc. or attach a statement along with the other required maps and documents (see attached directions).

Signature of Property Owner (s): _____

Dated this _____ day of _____, 20__

INTERNAL USE ONLY

Permit approved this _____ day or _____
Permit Disapproved this _____ day of _____

signature date

IF HEARING IS REQUIRED:

Date application received and fees received: _____

Future Land Use zoning designation: _____

Publication dates for public hearings:

Planning Commission: _____

Town Council: _____

BZA: _____

Date public hearing was conducted by Town Council: _____

Date public hearing was conducted by Planning Commission: _____

Date public hearing was conducted by BZA: _____

Any additional meetings that were scheduled: _____

Date recommendation of Planning Commission
was presented to Town Council: _____

Recommendation by Planning Commission: Approved () Disapproved ()

Town Council final action: Approved () Disapproved ()

BZA Final Action: _____

Proffers or special conditions offered by owner or accepted by Planning Commission,
Town Council or BZA:

Plan Review Process & Submittal Information:

Submit two (2) copies of plans and additional information as required for review.

Single and Two Family Residential

Site plan shall include:

- A. Copy of the plat or boundary survey (required for rezoning, variances, zoning appeals) or shape of the property to be built upon.
- B. The location and footprint of and buildings and improvements on the property. Include dimensions.
- C. Any proposed alterations of additions including dimensions to property lines, buildings, etc.
- D. All streets that front the property and any drive or driveway that will enter the property.

Commercial, Industrial or Multi-Family Developments

Site plan shall not be at less than 1" = 50' scale and shall include the information required above and all the following additional information:

- E. All existing and proposed roads and drainage ways within the property.
- F. Existing topography with contours at five-foot intervals.
- G. Curb cuts, drives and parking and loading areas.
- H. Landscaping and planting screens.
- I. All existing and proposed utilities.
- J. The proposed use of the land and buildings.
- K. The existing zoning.
- L. A vicinity map showing the relationship of the proposed development to the entire town, the street system, the surrounding use districts, the surrounding properties.
- M. The plan shall be certified by a licensed civil engineer, architect or surveyor that the plan as shown is correct and true.
- N. The plan shall have a form on the plan for approval signatures by VDOT, State of Virginia Health Department, Town Council and the Planning Commission.
- O. The plan shall have a form on the plan for certification by the owner and trustee of the mortgage, if any, that they adopt the plan and dedicate the streets shown on the plan and agree to make any required improvements of adjacent street as shown on the plans.

Plan review process is typically 20 working days from the date of receipt. After review, the site plan is returned to the Zoning Administrator and then to the applicant for corrections. A letter outlining all corrections, which can be used as a checklist, will be issued. After all corrections are made and the plan reviewed, the Zoning Administrator will begin the zoning as required with the planning commission or board for zoning appeals.