

OFFICE OF THE MAYOR

TOWN OF JONESVILLE

**ONE PARK STREET
P.O. BOX 190
JONESVILLE, VA 24263**

**276-346-1151
FAX # 276-346-1325**



PERMIT # _____

**APPLICATION FOR ZONING PERMIT AND CERTIFICATE
OF OCCUPANCY AND COMPLIANCE**

INSTRUCTIONS:

This form serves to request specific information in order that appropriate authorities may render judgment as to conformity of the request with regard to relevant sections of the Zoning Ordinance and subdivision Regulations of the Town of Jonesville, Virginia, adopted by Town Council on June 22, 1989. When in doubt, applicants should refer to the above-referred document for specific definitions in completing this form.

Before a permit can be issued, this application shall be completed in compliance with the zoning ordinances of the Town of Jonesville, in addition the application shall comply with all building requirements and obtain necessary permits for Lee County.

This form along with all attached submissions will become the official zoning permit upon Zoning Administrator's approval and payment of a required **\$25.00** filing fee.

It shall be the responsibility of the applicant to notify the Town's zoning officer within ten (10) days of the completion of the structural alteration or new construction identified herein. At such time, a final inspection will be conducted to document that work performed was completed in conformity with the provisions of the Town's Zoning Ordinance. A Certificate Occupancy and Compliance will follow at the end of this document and will be issued by the Zoning Administrator if the work is found to be in order.

If any request seeks a permit for a use not provided for, the Zoning Administrator shall follow the guideline set forth in Section 6-4 of the Zoning Ordinance.

OFFICE OF THE MAYOR

TOWN OF JONESVILLE

**ONE PARK STREET
P.O. BOX 190
JONESVILLE, VA 24263**

**276-346-1151
FAX # 276-346-1325**



SETBACK REGULATIONS
COMMERCIAL DISTRICT C-1

BUILDINGS SHALL BE LOCATED TEN (10) FEET OR MORE FROM ANY STREET RIGHT-OF-WAY WHICH IS FIFTY (50) FEET OR GREATER IN WIDTH OR THIRTY-FIVE (35) OR MORE FROM THE CENTER LINE OF ANY STREET RIGHT-OF-WAY LESS THAN FIFTY (50) FEET IN WIDTH, EXCEPT THAT SIGNS ADVERTISING SALE OR RENT AS THE "SETBACK".

FRONTAGE AND YARD REQUIREMENTS:

FOR PERMITTED USES, THE MINIMUM SIDE YARD OR REAR YARD ADJOINING OR ADJACENT TO A RESIDENTIAL DISTRICT SHALL BE TWENTY-FIVE (25).

PROPOSED USE:

NUMBER OF FLOORS: _____

NUMBER OF PARKING SQUARES: _____

MOST RECENT USE: _____

IS THE PROPERTY CURRENTLY SERVED WITH TOWN UTILITIES?

YES _____ **NO** _____

IF (NO), WILL YOU NEED A WATER CONNECTION?

YES _____ **NO** _____

IF (YES), WILL YOU NEED A SEWER CONNECTION?

YES _____ **NO** _____

FOR OFFICE USE ONLY: HAS THE PUBLIC WORKS DEPARTMENT FIELD TESTED THE SITE LOCATION OF UTILITY SERVICE?

YES _____ **NO** _____

IF (YES), ATTACH A COPY OF THE FIELD TEST WORK ORDER.

HAS THE APPLICANT BEEN PLACED ON A "WAITING LIST" FOR A SEWER TAP?

YES _____ **NO** _____

OFFICE OF THE MAYOR

TOWN OF JONESVILLE

ONE PARK STREET
P.O. BOX 190
JONESVILLE, VA 24263

276-346-1151
FAX # 276-346-1325



CERTIFICATE OF OCCUPANCY

THIS ARTICLE PROVED FOR UNDER ARTICLE 6-6-2 OF GENERAL PROVISIONS. THIS ARTICLE TO BE ATTACHED TO ALL ZONING PERMITS "i.e." – RESIDENTIAL R-1; COMMERCIAL C-1; INDUSTRIAL M-1.

THIS APPLICATION PERTAINS TO:

RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____

HAS BUILDING OR CONSTRUCTION BEEN CHANGED OR ALTERED FROM INITIAL APPLICATION?

YES _____ NO _____

HAVE ALL FEES BEEN PAID TO THE TOWN OF JONESVILLE, i.e.?

YES _____ NO _____

SEWER TAP _____ WATER TAP _____

HAVE THE SEWER AND WATER INSTALLATIONS BEEN INSPECTED BY JONESVILLE MAINTENANCE DEPTARMENT?

YES _____ NO _____

HAVE SIDEWALKS AND ENTRANCES BEEN PROPERLY INSTALLED OR REPLACED AS TO LOCAL CODE?

YES _____ NO _____

HAVE SETBACK REGUALTIONS BEEN ADHERED TO?

YES _____ NO _____

HEIGHT REGULATIONS?

YES _____ NO _____

OFF STREET LOADING AND UNLOADING

YES _____ NO _____

PARKING FOR INDUSTRIAL AND COMMERCIAL USE OF STREET. ADEQUATE SPACE FOR PARKING AS PROVIDED FOR IN ZONING ORDINANCE.

YES _____ NO _____

LANDSCAPING FEATURES?

YES _____ NO _____

SIGN?

YES _____ NO _____

ZONING ADMINISTRATOR: _____

DATE: _____

OFFICE OF THE MAYOR

TOWN OF JONESVILLE

**ONE PARK STREET
P.O. BOX 190
JONESVILLE, VA 24263**

**276-346-1151
FAX # 276-346-1325**



I HEREBY CERTIFY BY MY SIGNATURE THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION. ALL INFORMATION PROVIDED HEREIN IS CORRECT, THAT THE INTENDED OCCUPANCY WILL CONFORM WITH ALL REGULATIONS OF THE TOWN AND STATE AND THAT THIS APPLICATION DOES NOT TAKE THE PLACE OF OTHER LICENSES REQUIRED BY LAW, NOR DOES IT CONFER THE RIGHT TO ERECT SIGNS ON THE PROPERTY. I FURTHER UNDERSTAND THAT THIS PERMIT CAN BE REVOKED AT ANY TIME IF I AM FOUND TO BE IN NONCOMPLIANCE OR IF IT IS PROVEN THAT ANY MISREPRESENTATION HAS BEEN MADE.

DATE: _____

APPLICANT'S SIGNATURE: _____

_____ APPROVED

_____ DISAPPROVED

COMMENTS ON DISAPPROVAL OR SPECIAL CONDITIONS FOR APPROVAL OF ZONING PERMIT:

CERTIFICATE OF OCCUPANCY & COMPLAINE

I THE UNDERSIGNED ZONING OFFICER FOR THE TOWN OF JONESVILLE CERTIFY THAT ON THE DAY AND DATE WRITTEN BELOW, I HAVE VIEWED THE WORK DESCRIBED HEREIN AND BY VIRTUE THEREOF, I DO HEREBY CERTIFY THAT THE STRUCTURE OR PROPOSED USE COMPLIES WITH THE RULES AND REGULATIONS PROMULGATED BY THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS OF THE TOWN OF JONESVILLE, VIRGINIA AS AMENDED TO THE DATE.

DATE: _____

ZONING OFFICER:
