ZONING PERMIT REQUIREMENTS

ALL submissions for Zoning Permits <u>exclusive</u> of demolitions, interior remodeling, and commercial submissions must include the following:

- Administrative Site Plan (see page 2)

- Application must be made in the name of the all Property Owners listed on the deed.

    - If property owner(s) are not filing the application, then an "Authorized Agent" must provide a signed copy of contract or letter from the Property Owner allowing such person to file the application on their behalf.

- VDOT Entrance Permit (for all new primary structures) <u>or</u> a letter from VDOT stating an entrance permit is not required.

- Erosion and Sediment Control Information

    - "Agreement in Lieu of Plan" for all new single family dwelling permits.

    - A copy of valid "Responsible Land Disturber" card <u>or</u> the property owner must sign the "Agreement in Lieu of a Plan" and personally perform all land disturbance activity.

- "Proffer Fees" payable to County of Culpeper (as applicable)

- Copy of "Tap Fee Application" from the Town of Culpeper (as applicable)

- Copy of any other land use approvals, (ie: Variance or Conditional Use Permits)

Administrative Site Plan Requirements

The Following items must be identified:

1)Project name, lot owner and developer's name and address, and tax map and parcel number.
2)Date of the plan and north arrow.
3)Present zoning of the project lot.
4)Acreage of the lot.
5)Location, height and setback from property lines of all existing and proposed buildings and structures on the lot.
6)Location of all existing and proposed wells and sanitary disposal systems.
7)Location of all existing and proposed points of access to the lot, and all travelways.
8)Location of all existing and proposed parking lots on the lot and number of parking spaces.
9)Location of all streams and other bodies of water on the lot.
10)Street rights-of-way; including name.
11)Identification of any grave, object or structure marking a place of burial on the site and if none, a statement to that effect.