



**GLOUCESTER COUNTY**

**APPLICATION FOR ZONING PERMIT  
FOR ESTABLISHMENT OF A BUSINESS**

APPLICATION NO.: \_\_\_\_\_  
DATE SUBMITTED \_\_\_\_\_ INITIAL \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
TAX MAP/PARCEL NO. \_\_\_\_\_ RPC: \_\_\_\_\_  
COMMENTS/CONDITIONS: **IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS REQUIRED FOR THE PROPOSED USE.**

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**APPROVED      DENIED      BY ZONING ADMINISTRATOR**

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*Date:* \_\_\_\_\_

Applicant may appeal this decision to the Board of Zoning Appeals within 30 days. Failure to file such an appeal will render this decision final.

*Office Use Only*

- I. Name of Applicant: (Note: Must be INDIVIDUAL) *(please print)*: \_\_\_\_\_  
Trade Name of Business: \_\_\_\_\_  
Applicant Mailing Address : \_\_\_\_\_ (C,S,Z) \_\_\_\_\_  
Contact Phone Number(s): \_\_\_\_\_ email: \_\_\_\_\_
- II. Name of property owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ (C,S,Z) \_\_\_\_\_  
Contact Phone Number(s): \_\_\_\_\_
- III. Property Information:  
Street Address (E911): \_\_\_\_\_  
Recorded Subdivision Name or Legal Description of property: \_\_\_\_\_  
RPC: \_\_\_\_\_ Tax Map # \_\_\_\_\_
- IV. Describe the current use of the property: \_\_\_\_\_
- V. Describe in detail the type of business that you will be operating: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- VI. **IF THIS REQUEST IS TO OPERATE AS A HOME OCCUPATION TYPE I, PLEASE ALSO COMPLETE AND SIGN PAGE 2**

**CERTIFICATION:** I am hereby applying for all permits typically issued by the County of Gloucester for the activities I have described herein. I agree to allow the duly authorized representatives of any regulatory or advisory agency to enter upon the premises of the project site at reasonable times to inspect and photograph site conditions, both in reviewing a proposal to issue a permit and after permit issuance to determine compliance with the permit. In addition, I certify that this document and all attachments were prepared under my direction or supervision and the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware of penalties pursuant to Section 15-10 for violation of the Gloucester County Zoning Ordinance for submitting false information.

**SIGNS:**  
This is NOT a permit to erect/install any type of sign on neither the structure nor the property. A separate zoning permit must be obtained prior to installation of any signage and a building permit may also be required.

\_\_\_\_\_  
Applicant's Signature/Date

**Home Occupations**

VII. Is this request for permission to operate as a Home Occupation Type I as defined under the Zoning Ordinance? Yes \_\_\_ No \_\_\_

(definition: **Home occupation, Type I:** An accessory use of a dwelling unit for gainful employment involving the provision of goods and/or services in accordance with section 9-9 of this ordinance, and which does not generate any employee or customer traffic.)  
(definition: **Home occupation, Type II:** An accessory use of a dwelling unit for gainful employment involving the provision of goods and/or services in accordance with section 9-9 of this ordinance, and which generates employee and/or customer traffic.)

Note; If this request is for a home occupation Type II, a special exception will be needed (separate application, see staff)

**Sec. 9-9. Home occupations.** Home occupations are permitted in any residence subject to the following use limitations:

- (1) A home occupation must be conducted within a structure which is the bona fide residence of the principal practitioner or in an accessory building thereto which is normally associated with a residential use.
- (2) No alteration to the exterior of the principal residential building and accessory building shall be made which substantially changes the character thereof as a dwelling.
- (3) Home occupations shall be reasonably compatible with the district in which they are located.
- (4) The maximum floor area permitted for a home occupation shall be twenty-five (25) percent of the finished floor area of the residence. Storage of goods or products shall not exceed ten (10) percent of the finished floor area.
- (5) An accessory structure may be used with the home occupation, provided that the combined total floor area devoted to the home occupation in the accessory structure and residence does not exceed twenty-five (25) percent of the finished floor area of the residence.
- (6) No sign may be placed on the property advertising the home occupation

**VIII. I certify the following:**

- \* There will be no employees other than persons residing in this home. \_\_\_\_\_ (initials)
- \* All other employees, if any will meet at job site only; no employee traffic \_\_\_\_\_ (initials)
- \* There will be no customer traffic \_\_\_\_\_ (initials)
- \* Storage of goods will not exceed 10% of the floor area of the home \_\_\_\_\_ (initials)
- \* Total area devoted to the home occupation will not exceed 25% of the floor area of the home \_\_\_\_\_ (initials)
- \* Do you/will you have storage of vehicles, heavy equipment or materials? Yes \_\_\_ No \_\_\_ If yes, describe:

\_\_\_\_\_  
\_\_\_\_\_

\* Other conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*certain vehicles or equipment may not be compatible with certain residential districts.**

**CONTRACTING:**

Even if you possess a local business license, you may also be required to hold a state license from the Department of Professional and Occupational Regulation (DPOR). You may contact them for more information. (804) 367-8511 [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

**PRIVACY ACT STATEMENT:** Information provided in this application will be used in the permit review process and is a matter of public record once the application is filed. Disclosure of the requested information is voluntary, but it may not be possible to evaluate the permit application or to issue a permit if the information requested is not provided.

\_\_\_\_\_  
Applicant's Signature/Date

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**RETURN TO:** Gloucester County Planning & Zoning P.O. Box 329, Gloucester, VA 23061 - 6489 Main Street Telephone: (804) 693-1224  
Application Fee: \$35.00 Make check payable to *Gloucester County* Payment is required with application and is NOT REFUNDABLE

**\*\*NOTE: THIS IS NOT A PERMIT TO NEITHER CONSTRUCT NOR OCCUPY A STRUCTURE-SUBSEQUENT PERMITS MAY BE REQUIRED\*\***