

**DEPARTMENTS OF PLANNING, ZONING AND ENVIRONMENTAL PROGRAMS, BUILDING INSPECTIONS
AND COMMERCIAL SITE PLANS**

While the county is closed to the public, we are still open for business! We want you to be safe, so please stay home and conduct your business with us remotely if possible. If not, please follow the protocol for social distancing, hand washing and sanitization.

PLANNING AND ZONING

You can phone our office at 804-693-1224 and we will help you with whatever your questions or concerns are and walk you through how to submit an application either by email or by regular mail (see information for each type of applications below). Our fillable forms are available on our website under forms and policies: <https://www.gloucesterva.info/362/Planning-Zoning>.

For payment, you can:

1. Pay on-line at www.officialpayments.com (additional fees may apply);
2. Mail your check with your application (Planning and Zoning, 6489 Main Street, Gloucester, VA 23061); or
3. Mail in your check **after** you've emailed your application **and we've provided you an application number** so the fee can be applied to the correct application. **Please include the application # on the check!**
4. Put your check in the treasurer's drop box located on Justice Drive with the application # on the check so that your fee will be credited to the application.

If you need to drop off applications or plans, we developed a system where you can bring your materials to the back door (parking lot side) of County Building 2 (6489 Main Street) and call to have a staff member pick up your documents from a drop-off location. We have a table for you to place documents and staff will wait for you to leave before coming out and picking up the material. This will avoid any direct contact with each other while still allowing you to drop off necessary items.

Please be patient with us if we don't reply right away as the phone lines will be used more heavily than normal. We will all be monitoring the phone lines to cover when other staff are on the phone.

Once approved, staff will return permits, applications or plans to you by one of the following pre-arranged methods:

1. We can email you the scanned permit;
2. We can mail you the permit or plans;
3. You can arrange to pick up the permit, plans, materials at the lobby interface;
4. You can provide a pre-paid package for larger plans or plats.

Zoning Permits:

Zoning permit applications are available on our website - please fill out the application as completely as possible and if you have any questions, please give us a call so we can help you over the phone the same way we would help you if you came in the office. ***Please make sure that you fill in the application completely and that the name and phone number are legible so that we can call with any questions and not hold up your approval.***

Zoning Permits for construction will need to be submitted with a scaled plot plan showing the existing structures (if any) and proposed construction. If you need help with creating a scaled plot plan, please call us at 804-693-1224 and we will do our best to help you to locate a plat or plan in our office that could be used for the plot plan. If we don't have a plan available, you may need to go to the Clerk's office or draw a plot plan using graph paper (available for free on the internet). Again, give us a call if you have any questions.

Please email any zoning permit applications to ZoningStaff@gloucesterva.info.

Minor Subdivisions Plats, Family Transfers, Property Line Vacations, or Boundary Line Adjustments:

We will do our best to review electronic submittals by email, but this may be difficult for some plats and plans which may be better submitted by mail or dropped off in the back lobby using the procedure outlined above. This process will be especially important for final plats that will need to be signed by the subdivision agent. ***Please make sure that the name and phone number of a contact person are included on the application and are legible so that we can call with any questions and not hold up your review or approval.*** Please email any electronic applications to PlanningStaff@gloucesterva.info.

Rezoning, Conditional Use Permits or Board of Zoning Appeals Applications:

These applications all require public hearings by different Boards and Commissions. They also require a mandatory pre-application. We are currently exploring ways to have online meetings or consider conducting the meetings via conference call. Those details have not been determined at this time; however, we would be happy discuss your application with you by phone and provide you with similar feedback as we would during a preapplication conference. Please call 804-693-1224 and explain what you are looking to do, and we will make sure we connect you with the appropriate staff member. You can also email PlanningStaff@gloucesterva.info.

For preapplication conferences conducted over the phone, please submit the preapplication request form by mail, e-mail, or dropped off in the back lobby using the procedure outlined above and staff will contact the applicant to determine a time and date to conduct the phone conference.

We are still determining whether the County Boards and Commissions will be meeting over the next few months to better provide guidance on these types of applications. More information to come.

Major Subdivisions (4 or more lots or any subdivision with a new road other than a private road serving 3 or few lots):

Major Subdivisions greater than 50 lots require review and preliminary approval from the Planning Commission. Due to the size of the plans, the plans will need to be submitted through the drop off procedure outlines above, but the application and fees could be submitted electronically or by mail. Application fees for major subdivisions reviewed by the Planning Commission must be paid prior to staff scheduling a date for the Planning Commission's review of the application. However, you can email draft plats or plans and ask questions for us to review prior to submittal. Email PlanningStaff@gloucesterva.info with any questions about major subdivisions.

Major Subdivision under 50 lots do not require preliminary approval from the Planning Commission. Prior to final plat approval of a major subdivision, development plans for the subdivision need to be approved by the site plan committee. Applications for development plans for major subdivisions are

submitted to the [Community Development office](#) for review and approval prior to final plat approval. Procedures for submittal to that office are outlined separately.

ENVIRONMENTAL PROGRAMS

You can phone our office at 804-693-1217 and we will help you with whatever your questions or concerns are and walk you through how to submit an application either by email EnvironmentalStaff@gloucesterva.info or by regular mail (Environmental Programs, 6489 Main Street, Gloucester, VA 23061). Our fillable forms are available on our website under forms and policies: <https://www.gloucesterva.info/565/Forms>.

For payment, you can:

1. Pay on-line at www.officialpayments.com (additional fees may apply);
2. Mail your check with your application (Environmental Programs, 6489 Main Street, Gloucester, VA 23061); or
3. Mail in your check **after** you've emailed your application **and we've provided you an application number** so the fee can be applied to the correct application. **Please include the application # on the check!**
4. Put your check in the treasurer's drop box located on Justice Drive with the application # on the check so that your fee will be credited to the application.

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2. We can mail you the permit or plans;
3. You can arrange to pick up the permit, plans, materials at the lobby interface;
4. You can provide a pre-paid package for larger plans or plats.

CHESAPEAKE BAY PRESERVATION BOARD AND WETLANDS BOARD:

Chesapeake Bay Exception Applications for accessory structures or additions to existing structures in the RPA and Chesapeake Bay Waiver applications for activities in the landward 50' of the RPA must be submitted through the above process. Please call 804-693-1217 with any questions or email rowens@gloucesterva.info.

Joint Permit Applications, requiring a public hearing through the Gloucester County Wetlands Board and are submitted to the Virginia Marine Resources Commission (VMRC). Please visit the VMRC website to get information regarding them directly: <https://www.mrc.virginia.gov/>

Army Corps Pre -Applications are available on our web page and sent to the Army Corps directly.

We are still determining whether the County Boards and Commissions will be meeting over the next few months to better provide guidance on these types of applications. More information to come.

SITE PLAN SUBMITTALS

You can phone our office at 804-824-2458 and we will help you with whatever your questions or concerns are and walk you through how to submit site plan by drop off or by regular mail (see information for each type of applications below). Our applications are available on our website under forms and policies: <https://www.gloucesterva.info/253/Commercial-Plan-Development-Site-Plans>.

For payment, you can:

1. Pay on-line at www.officialpayments.com (additional fees may apply);
2. Mail your check with your application (County Administration-Third Floor, Attention: Christina Grover, 6489 Main Street, Gloucester, VA 23061); or

If you need to drop off plans, we developed a system where you can bring your materials to the back door (parking lot side) of County Building 2 (6489 Main Street) and call 804-693-4042 to have a staff member pick up your documents from a drop-off location. We have a table for you to place documents and staff will wait for you to leave before coming out and picking up the material. This will avoid any direct contact with each other while still allowing you to drop off necessary items.

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Once approved, staff will return plans to you by one of the following pre-arranged methods:

1. You can arrange to pick up the permit, plans, materials at the lobby interface;
2. You can provide a pre-paid package for mailing plans back to applicant.

BUILDING PERMITS AND INSPECTIONS

You can phone our office at 804-693-2744 and we will help you with whatever your questions or concerns are and walk you through how to submit an application either by email or by regular mail (see information for each type of applications below). Our fillable forms are available on our website under forms and policies: <https://www.gloucesterva.info/172/Building-Inspection>.

For payment, you can:

1. Pay on-line at www.officialpayments.com (additional fees may apply);
2. Mail your check with your application (Building Inspections, 6489 Main Street, Gloucester, VA 23061); or

3. Mail in your check **after** you've emailed your application **and we've provided you an application number** so the fee can be applied to the correct application. **Please include the application # on the check!**
4. Put your check in the treasurer's drop box located on Justice Drive with the application # on the check so that your fee will be credited to the application.

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4. You can provide a pre-paid package for larger plans or plats.

Building/Trade Permits:

Building/Trade permit applications are available on our website - please fill out the application as completely as possible and if you have any questions, please give us a call so we can help you over the phone the same way we would help you if you came in the office. ***Please make sure that you fill in the application completely and that the name and phone number are legible so that we can call with any questions and not hold up your approval.***

Request for Building/Trade Inspections:

Please contact the Building Inspections office at 804-693-2744 to request inspections. The request for next day inspections must be received by 4 p.m. the day prior to the requested inspection and is based upon availability.