



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
BOARD OF ZONING APPEALS

February 5, 2021

1308 ½ W Clay Street, LLC
4900 Augusta Avenue, Suite 100
Richmond, VA 23230
Attn: Zach Kennedy

To Whom It May Concern:

RE: **BZA 12-2021**

You are hereby notified that the Board of Zoning Appeals will hold an electronic public hearing on Wednesday, March 3, 2021 due to the disaster represented by the spread of COVID-19 pursuant to and in compliance with Ordinance 2020-232 to consider an application for a building permit to construct a new single-family detached dwelling at 1308 ½ WEST CLAY STREET (Tax Parcel Number N000-0572/026), located in an R-7 (Single-And Two-Family Urban Residential) District.

Please be advised that the applicant or applicant's representative is required to participate in the electronic public hearing by calling 804-316-9457 and entering code 802 929 136# beginning at 1:00 p.m. For video access by computer, smart phone or tablet visit <https://richmondva.legistar.com/Calendar.aspx>. Select the Board of Zoning Appeals drop-down and 2021 drop-down, click meeting details for March 3, 2021 meeting and then click video access. In the event you have difficulty accessing a public hearing you may contact Mr. William Davidson at 804-396-5350 or by email at William.Davidson@richmondgov.com for assistance. In accordance with Ordinance No. 2020-232, please be advised that an inability to access one of the enumerated public hearing through video means shall not be considered a prerequisite for participating in the subject public hearing. It will be necessary for you to stay on the line until such time as your case is called. The Board of Zoning Appeals Rules of Procedure provides that in the case of an application for a variance or a special exception, the applicant, proponents or persons aggrieved under §15.2-2314 of the Code of Virginia, shall be permitted a total of six (6) minutes each to present their case. The Board of Zoning Appeals will withhold questions until the conclusion of the respective presentations. For the purposes of the record it also requested that before addressing the Board you identify yourself and spell your name.

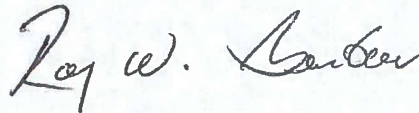
Finally, when you submitted your application to the zoning office you were given an handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

BZA 12-2021
Page 2
February 5, 2021

association(s) prior to appearing before the Board of Zoning Appeals. Contact information for civic group(s) can be found by navigating to the Civic Group webpage of the City's website at <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasociationgroupinformation.aspx>. Once there, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, simply scroll down the page to the appropriate group(s) to find the contact information for each. The Board understands that given the current situation it is not practical to conduct face-to-face discussions with either your neighbors or neighborhood association(s) but the Board requests that you make a good faith effort to provide them with relevant information regarding your case.

If you have any questions regarding the Board's procedures or any issue involving presentation of your case, please feel free to contact me.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Roy W. Benbow". The signature is fluid and cursive, with the first name "Roy" being the most prominent.

Roy W. Benbow, Secretary
Phone: (804) 240-2124
Fax: (804) 646-5789
E-mail: Roy.Benbow@richmondgov.com

cc: Zoning Administrator

Notice of this meeting is being sent to the persons whom the Board of Zoning Appeals believes to be property owners in the immediate vicinity of the property concerned in this application. This notice is for their information only, and there is no need for them to appear unless they so desire. The Board will, however, welcome such views as any persons care to express during the hearing on this application.

1300 W Clay St LLC
2314 W Main St
Richmond, VA 23230

1320.5 West Clay Street Lp
8500 Courthouse Rd
Chesterfield, VA 23832

901 Kinney LLC
Po Box 70367
Richmond, VA 23255

Bab Holdings LLC
Po Box 5322
Richmond, VA 23223

Bilder Development LLC
17 South Belmont Ave
Richmond, VA 23221

Bush Ernest F Jr And Nancy A
8500 Courthouse Rd
Chesterfield, VA 23832

Busic Benjamin
1304 W Clay St
Richmond, VA 23220

Canterbury Townhouses Llc &
Tompkins Gregory
10321 Holly Hill Rd
Glen Allen, VA 23059

Canterbury Townhouses Llc &
Tompkins Gregory
10344 Holly Hill Rd
Glen Allen, VA 23059

Carver Homes LLC
304 E Main Street
Richmond, VA 23219

Chen Qing
13425 Shelbourne Dr
Henrico, VA 23233

Cheneys Creek LLC
6700 Stuart Ave
Richmond, VA 23226

Christian Joan B
1608 S Meadow St
Richmond, VA 23220

Cornish Norton Condominium Unit
Owners Association
2606 Kings Lynn Road
Midlothian, VA 23113

Cornish Norton LLC
754 Warrenton Rd #113-139
Fredericksburg, VA 22406

Creative Development Properties LLC
20101 Blackwolf Run
Ashburn, VA 20147

Davis Rhonda G H
1320 W Clay Street
Richmond, VA 23220

Dobrin 2 LLC
304 E Main Street
Richmond, VA 23219

Eco Marble & Granite Inc
4297 Carolina Ave
Richmond, VA 23222

Falter Daniela And Nelly Gahona Freese
2606 Kings Lynn Rd
Midlothian, VA 23113

Ham Properties LLC
3903 Hill Monument Parkway
Richmond, VA 23227

Henderson Keith M
313 N 2nd Street
Richmond, VA 23219

Holt David Powell Jr And Christine K
4632 Hanover Ave
Rihcmond, VA 23226

Johnston Kyle H
Po Box 4917
Richmond, VA 23220

Jsc Properties LLC
5405 Dickens Rd
Richmond, VA 23230

Kamat Sunil And Mamata
812 Norton St
Richmond, VA 23220

Knipe Edward E Revocable Trust Trs
1301 W Clay St
Richmond, VA 23220

Kohler Management LLC
Po Box 4754
Richmond, VA 23220

Legions Jerome Jr
1308 W Clay St
Richmond, VA 23220

Lucas Maggie L
2207 Seminary Ave
Richmond, VA 23220

May William M
819 Kinney St
Richmond, VA 23220

Ogre Iii LLC
3510 Lansdowne Road
Midlothian, VA 23113

Rent Me Rva LLC
3903 Hill Monument Pkwy
Richmond, VA 23227

Samborski Jeffrey L And Jacklyn L
3910 Seminary Ave
Richmond, VA 23227

Sanford Laura Louise
219 Henry St
Richmond, VA 23220

Sterling Bilder LLC
17 S Belmont Ave
Richmond, VA 23221

Taylor Alvin M Jr
815 Kinney St
Richmond, VA 23220

Tdz Properties LLC
4297 Carolina Ave
Richmond, VA 23222

Tocci Anthony And Terese
5419 Standing Oak Rd
Midlothian, VA 23112

Vo Hien
1306 W Clay Street
Richmond, VA 23220

Property: 1308 1/2 W Clay St **Parcel ID:** N0000572026**Parcel**

Street Address: 1308 1/2 W Clay St Richmond, VA 23220-
Owner: 1308.5 W CLAY STREET LLC
Mailing Address: 4900 AUGUSTA AVE #100, RICHMOND, VA 23230
Subdivision Name : NONE
Parent Parcel ID:
Assessment Area: 212 - Carver / Newtowne West
Property Class: 101 - R Single Family Vacant (R1-R7)
Zoning District: R-7 - Residential (Single & 2 Family Urban)
Exemption Code: -

Current Assessment

Effective Date: 01/01/2021
Land Value: \$65,000
Improvement Value:
Total Value: \$65,000
Area Tax: \$0
Special Assessment District: None

Land Description

Parcel Square Feet: 3000
Acreage: 0.069
Property Description 1: 0020.00X0150.00 0000.000
State Plane Coords(?): X= 11786714.9243 Y= 3727207.5785
Latitude: 37.55464548 , **Longitude:** -77.45201757

Description

Land Type: Residential Lot A
Topology: Level
Front Size: 20
Rear Size: 150
Parcel Square Feet: 3000
Acreage: 0.069
Property Description 1: 0020.00X0150.00 0000.000
Subdivision Name : NONE
State Plane Coords(?): X= 11786714.9243 Y= 3727207.5785
Latitude: 37.55464548 , **Longitude:** -77.45201757

Other

Street improvement: Paved
Sidewalk: Yes

Assessments

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2021	\$65,000	\$0	\$65,000	Reassessment
2020	\$55,000	\$0	\$55,000	Reassessment
2019	\$55,000	\$0	\$55,000	Reassessment
2018	\$40,000	\$0	\$40,000	Reassessment
2017	\$35,000	\$0	\$35,000	Reassessment
2016	\$35,000	\$0	\$35,000	Reassessment
2015	\$35,000	\$0	\$35,000	Reassessment
2014	\$35,000	\$0	\$35,000	Reassessment
2013	\$33,000	\$0	\$33,000	Reassessment
2012	\$33,000	\$0	\$33,000	Reassessment
2011	\$33,000	\$0	\$33,000	CarryOver
2010	\$33,000	\$0	\$33,000	Reassessment
2009	\$33,000	\$0	\$33,000	Reassessment
2008	\$33,000	\$0	\$33,000	Reassessment
2007	\$30,000	\$0	\$30,000	Reassessment
2006	\$18,000	\$0	\$18,000	Reassessment
2005	\$5,000	\$0	\$5,000	Reassessment
2004	\$5,500	\$0	\$5,500	Reassessment
2003	\$5,500	\$0	\$5,500	Reassessment
2002	\$5,000	\$0	\$5,000	Reassessment
2000	\$5,000	\$0	\$5,000	Reassessment
1998	\$5,000	\$0	\$5,000	Not Available

Transfers

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
10/30/2019	\$35,000	MASSENBURG HERMAN I	ID2019-22696	2 - INVALID SALE-Special Financing/Terms, etc.
09/23/1988	\$1,000	Not Available	00179-2000	
07/09/1986	\$2,000	Not Available	000085-01852	

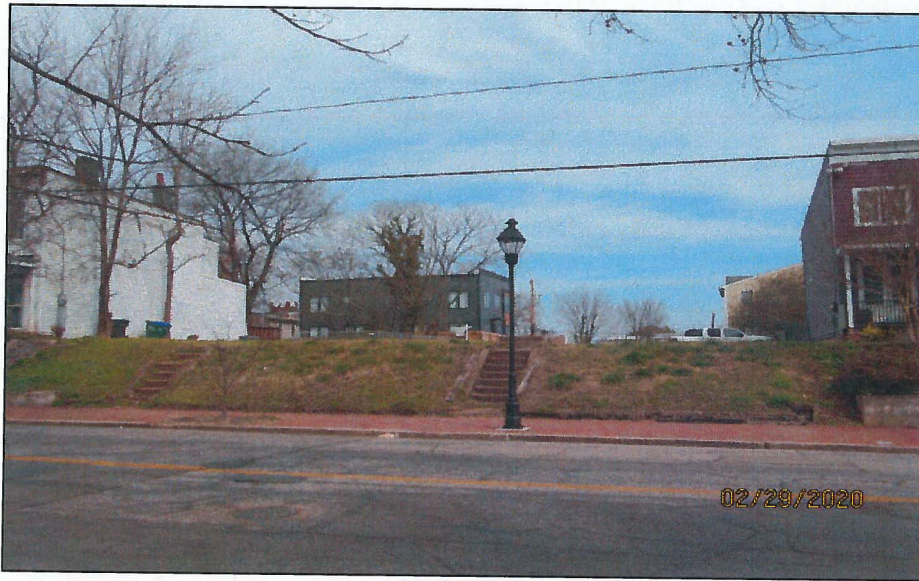
Planning**Master Plan Future Land Use:** NMU**Zoning District:** R-7 - Residential (Single & 2 Family Urban)**Planning District:** Near West**Traffic Zone:** 1042**City Neighborhood Code:** CRVR**City Neighborhood Name:** Carver**Civic Code:** 4026**Civic Association Name:** Carver Area Civic Improvement League**Subdivision Name:** NONE**City Old and Historic District:****National historic District:** Carver Residential**Neighborhoods in Bloom:** Carver/Newtowne West**Redevelopment Conservation Area:** Carver Area #14**Economic Development****Care Area:** -**Enterprise Zone:****Environment****100 YEAR Flood Plain Flag:** Contact the Water Resources Division at 646-7586.**500 YEAR Flood Plain Flag:** N**Resource Protection Flag:** Contact the Water Resources Division at 646-7586.**Wetland Flag:** N**Census**

Census Year	Block	Block Group	Tract
2000	1005	0402001	040200
1990	205	0402002	040200

Schools**Elementary School:** Carver**Middle School:** Hill**High School:** Jefferson**Public Safety****Police Precinct:** 4**Police Sector:** 412**Fire District:** 10**Dispatch Zone:** 072A**Public Works Schedules****Street Sweep:** TBD**Leaf Collection:** TBD**Refuse Collection:** Wednesday**Bulk Collection:** TBD**Government Districts****Council District:** 2**Voter Precinct:** 213**State House District:** 71**State Senate District:** 9**Congressional District:** 4

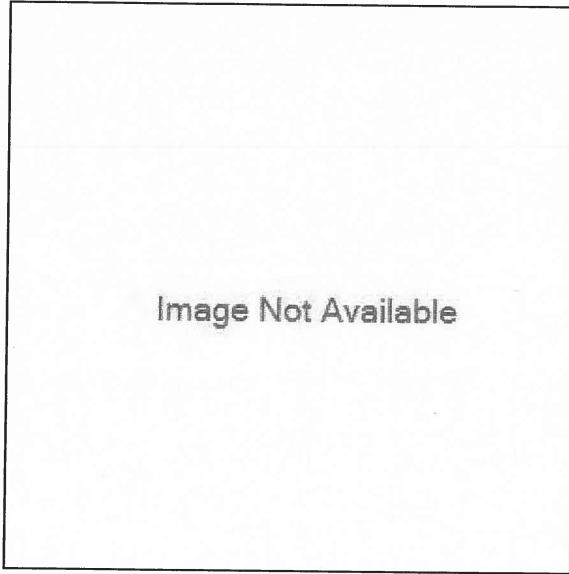
Property Images

Name:N0000572026 Desc:

[Click here for Larger Image](#)

Sketch Images

Name: Desc:



BZA 12-2021

RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM



THE RICHMOND ZONING ADMINISTRATION OFFICE
ROOM 110, CITY HALL, 900 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
(804) 646-6340

TO BE COMPLETED BY THE APPLICANT

PROPERTY OWNER: 1308 1/2 W Clay Street, LLC PHONE: (Home) () (Mobile) (804) 980-7377
ADDRESS 4900 Augusta Avenue, Suite 100 FAX: () (Work) ()
Richmond, Virginia 23230 E-mail Address: zlkennedy1@gmail.com
Attn: Zach Kennedy

PROPERTY OWNER'S

REPRESENTATIVE: _____ PHONE: (Home) () (Mobile) ()
(Name/Address) _____ FAX: () (Work) ()
_____ E-mail Address: _____

TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES) 1308 1/2 West Clay Street

TYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER _____

ZONING ORDINANCE SECTION NUMBERS(S): 30-300, 30-413.6(1) & 30-630.2(a)(2)

APPLICATION REQUIRED FOR: A building permit to construct a new single-family detached dwelling.

TAX PARCEL NUMBER(S): N000-0572/026 ZONING DISTRICT: R-7 (Single-And Two-Family Urban Residential)

REQUEST DISAPPROVED FOR THE REASON THAT: The front yard (setback) requirement is not met. A front yard of 30.3 feet, as established by the average depth of the front yards of the adjacent buildings (#3108 & 3110) is required; twenty-five feet (25') is proposed.

DATE REQUEST DISAPPROVED: January 15, 2021

FEE WAIVER: YES ☐ NO: ☒

DATE FILED: January 11, 2021 TIME FILED: 08:00 a.m. PREPARED BY: David Duckhardt RECEIPT NO. BZAR-085004-2021

AS CERTIFIED BY: [Signature] (ZONING ADMINISTRATOR)

I BASE MY APPLICATION ON:

SECTION 17.20 PARAGRAPH(S) _____ OF THE CHARTER OF THE CITY OF RICHMOND
SECTION 15.2 -2309.2 ☐ OF THE CODE OF VIRGINIA [OR]
SECTION 1040.3 PARAGRAPH(S) 1 OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND

TO BE COMPLETED BY APPLICANT

I have received the handouts, *Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter* ☒

I have been notified that I, or my representative, must be present at the hearing at which my request will be considered.

SIGNATURE OF OWNER OR AUTHORIZED AGENT: [Signature]

DATE: 1/27/21

*** TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS ***

CASE NUMBER: BZA 12-2021 HEARING DATE: March 3, 2021 AT 1:00 P.M.

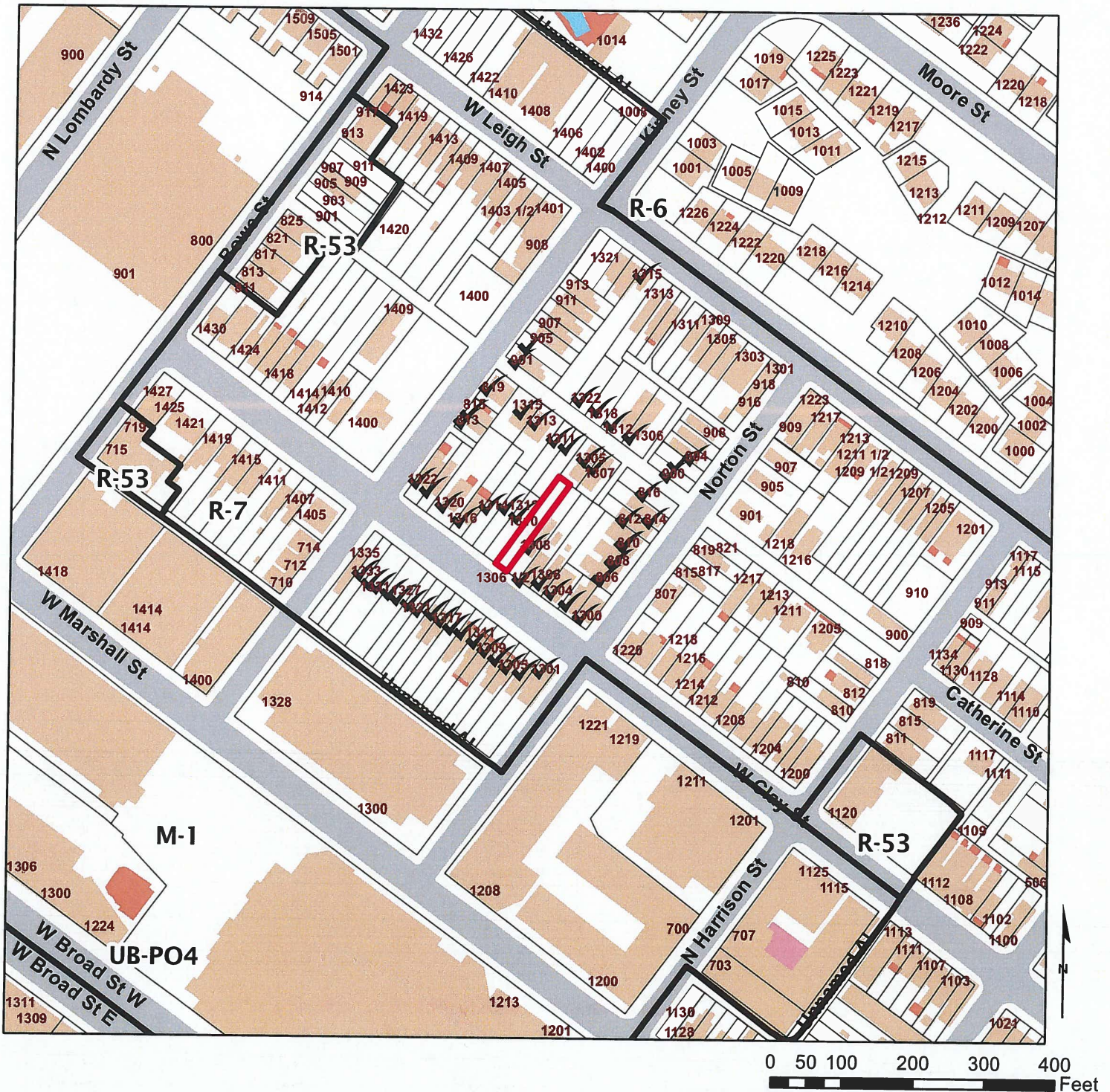
BOARD OF ZONING APPEALS CASE BZA 12-2021
150' Buffer

APPLICANT(S): 1308 ½ W Clay Street, LLC

PREMISES: 1308 ½ WEST CLAY STREET
(Tax Parcel Number N000-0572/026)

SUBJECT: A building permit to construct a new single-family detached dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300, 30-413.6(1) & 30-630.2(a)(2)
of the Zoning Ordinance for the reason that:
The front yard (setback) requirement is not met.





BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together with pertinent evidence, presented at its public hearing. It is essential that the Board receive thorough and complete information in order for it to adequately consider your case and make an informed decision.

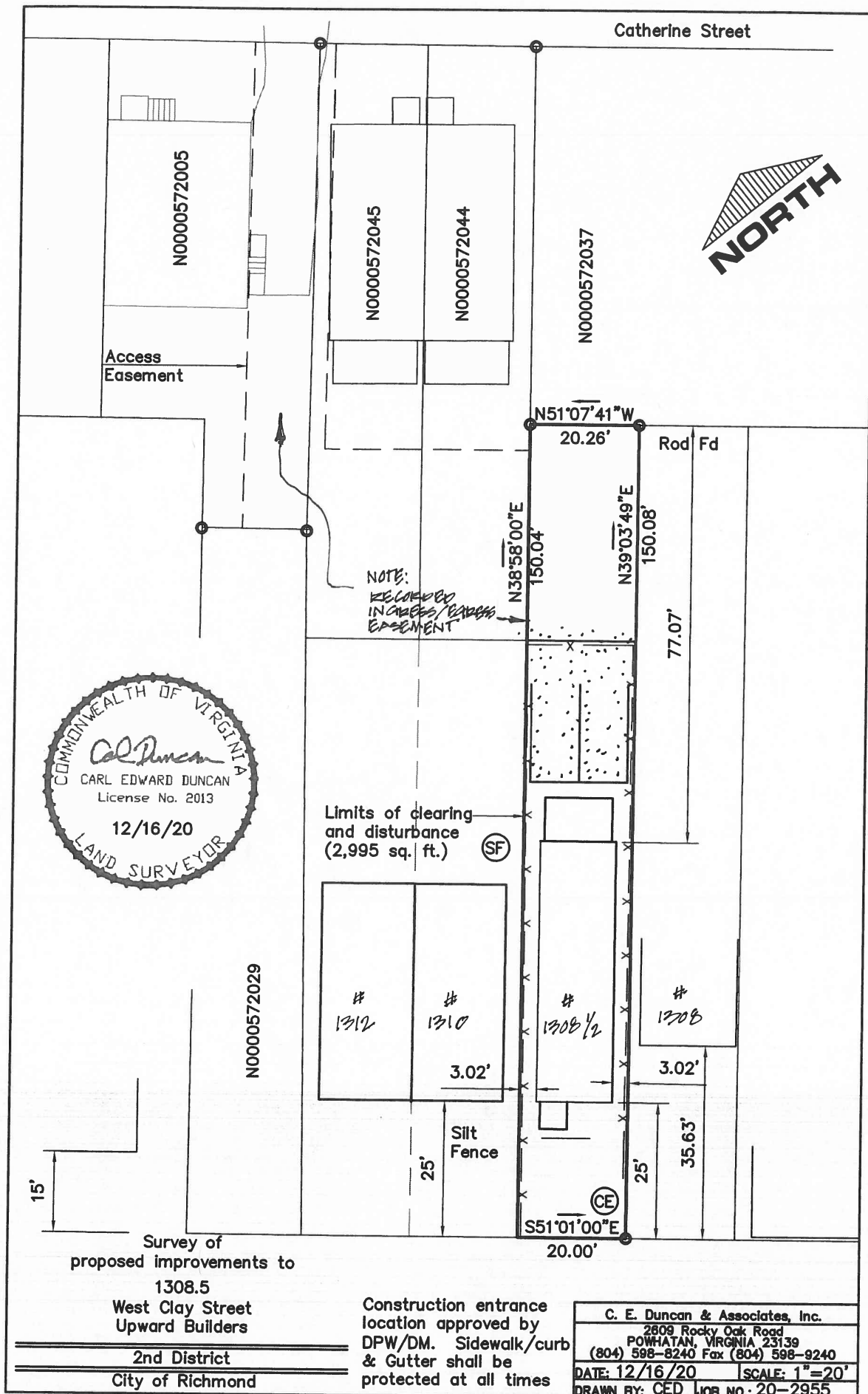
1. The powers and duties of the Board of Zoning Appeals (BZA) are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact the Zoning Administration Office (804-646-6340/6701). Please review the applicable provisions of the City Charter or the Zoning Ordinance thoroughly and address them when presenting your case to the Board to show that the applicable requirements have been satisfied.
2. The Board of Zoning Appeals is a quasi-judicial board whose decisions are controlled by statutory law and also take into consideration applicable case law that has been handed down by the Richmond Circuit Court and the Virginia Supreme Court. The Board suggests that if you have any legal questions regarding statutory or case law as it may apply to your application, that those legal issues should be discussed with an attorney before you make your final decision to submit an application to the Board.
3. The Board considers it essential that you discuss your case with nearby residents (notification letters are sent to all property owners within a 150-foot radius of your property) and any nearby civic association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained [here](#). Once on the page, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, scroll down the page to the appropriate group(s) to find the contact information for each.

Be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting. It is highly recommended that you contact your neighborhood association as soon as possible to determine their meeting schedule in order to be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. The Board's Rules of Procedure require payment of a \$175.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbor(s) or neighborhood association(s).

4. You are also strongly encouraged to discuss your pending case with the Secretary of the Board, Roy Benbow at (804) 240-2124 well before the hearing. The BZA Secretary can be helpful by explaining the BZA public hearing requirements and process.
5. Utilizing photographs, plans, maps, diagrams and such other written or graphic evidence as needed to fully explain your request can be a great help to the Board in understanding your request and thereby improve your chances for success. Remember . . . a picture is worth a thousand words.
6. Note that, although the Board is not authorized to grant a waiver from the zoning regulations based on financial circumstances alone, it may be a factor to be taken into consideration along with other facts in a case. If your case involves such a factor, please provide the Board with complete and relevant financial information for its review.
7. The Board's hearings are informal, although all testimony is taken under oath. You are not required to be represented by an attorney in presenting your case. However, if you choose, you may have legal representation and/or may utilize such technical experts or other persons to testify on your behalf as you feel are needed to adequately explain your request to the Board.

Acknowledgement of Receipt by Applicant or Authorized Agent:

Revised: November 4, 2020



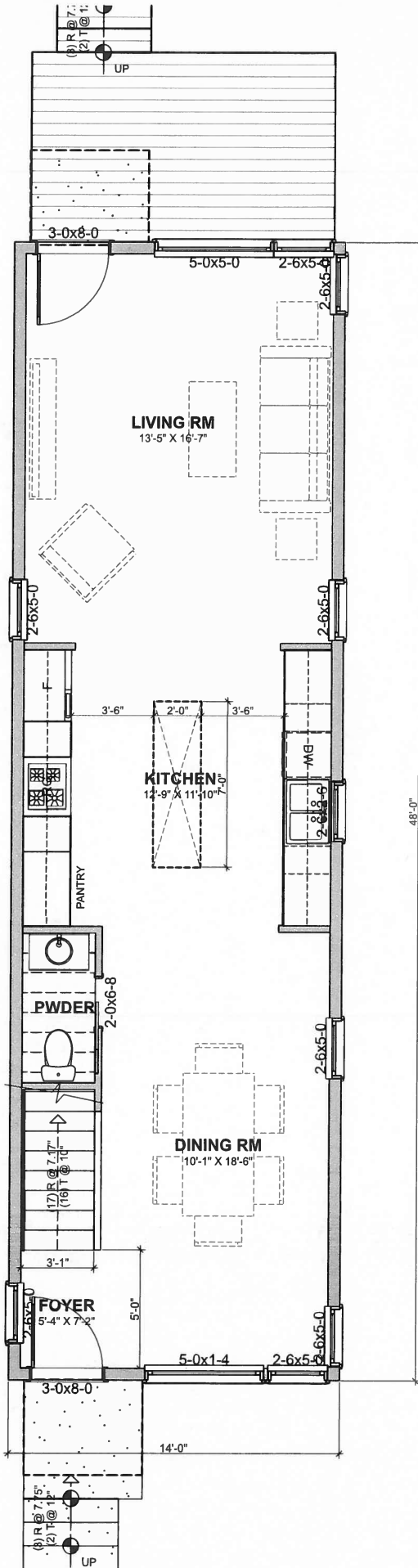
SK-05
1/13/21
PROJECT NO.: 20014

PROPOSED FIRST FLOOR PLAN
1308 1/2 W CLAY STREET RESIDENCE
RICHMOND, VIRGINIA



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"



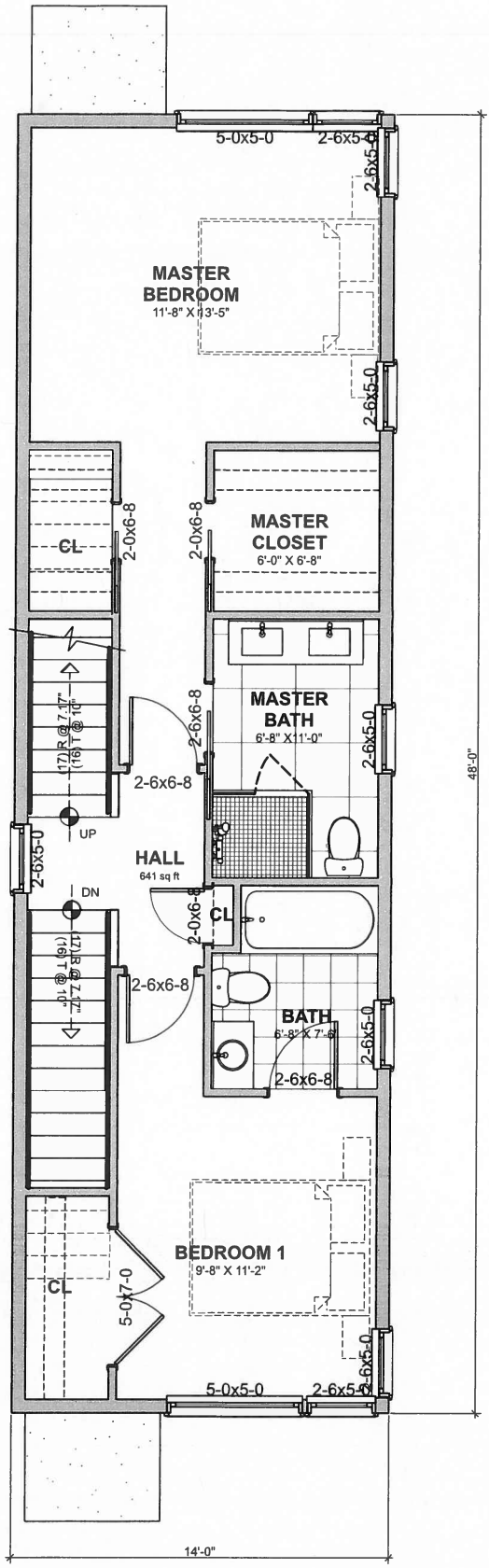
SK-06
1/13/21
PROJECT NO.: 20014

PROPOSED SECOND FLOOR PLAN
1308 1/2 W CLAY STREET RESIDENCE
RICHMOND, VIRGINIA



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"



THIRD FLOOR PLAN

SCALE: 1/4" = 1'-0"

SK-07

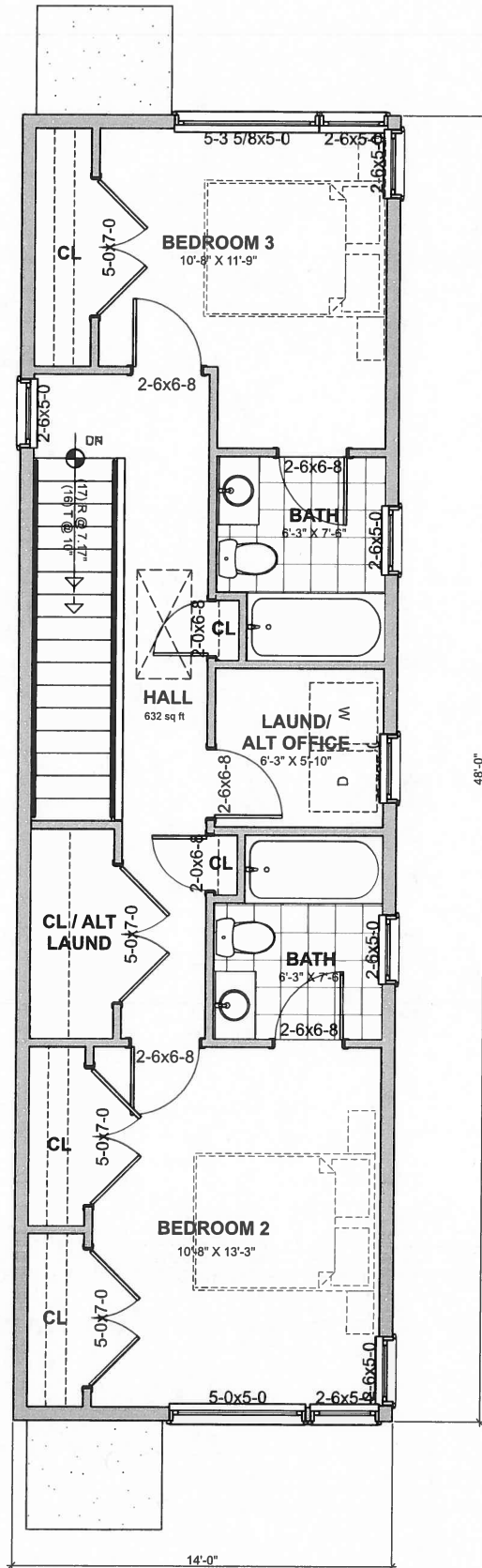
1/13/21

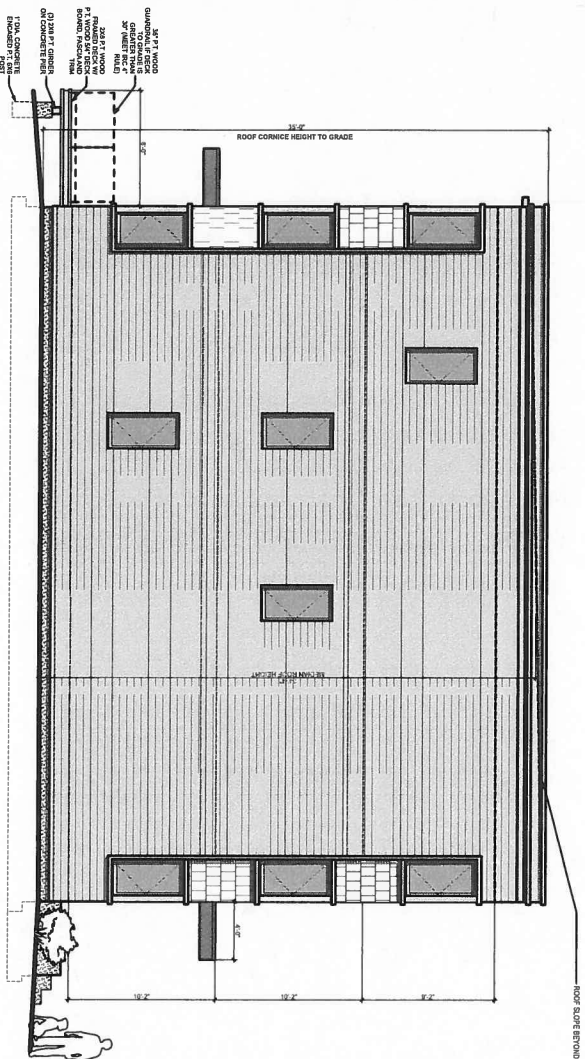
PROJECT NO.: 20014

PROPOSED THIRD FLOOR PLAN

1308 1/2 W CLAY STREET RESIDENCE

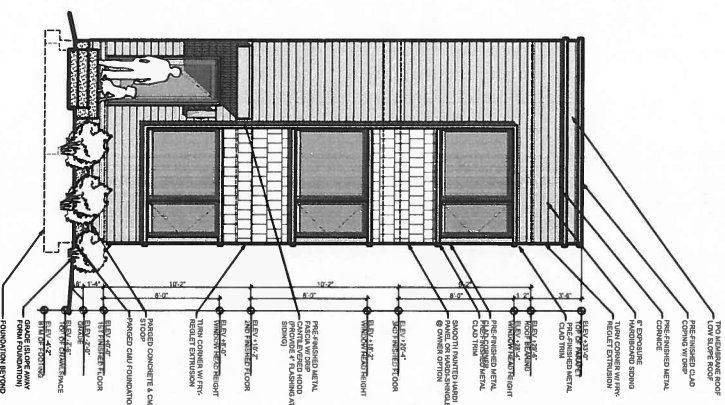
RICHMOND, VIRGINIA





PROPOSED RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0"



PROPOSED FRONT ELEVATION

SCALE: 1/8" = 1'-0"

SK-13

1/13/21

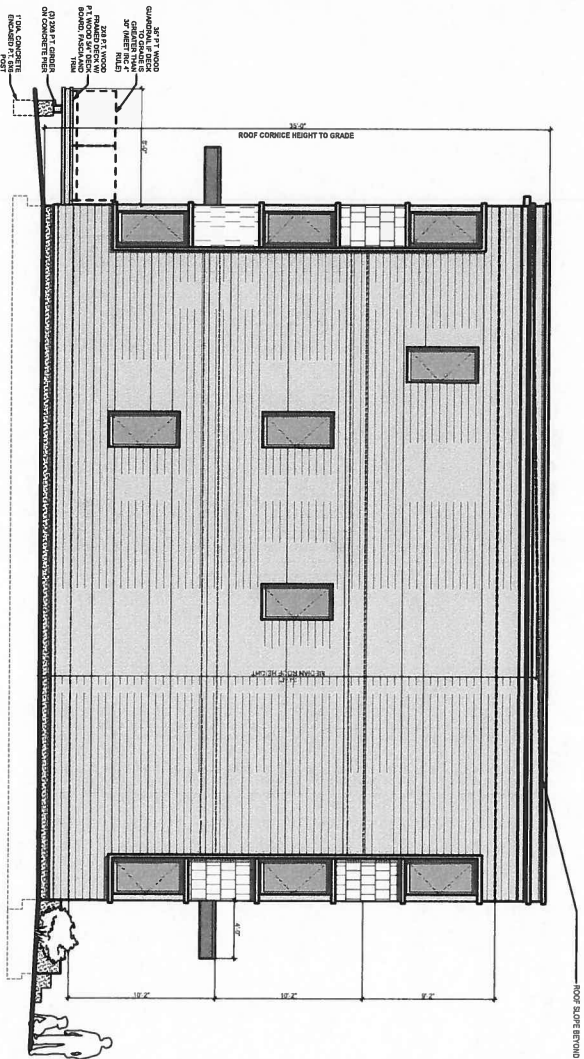
PROJECT NO.: 20014

PROPOSED LEFT SIDE & FRONT ELEVATION

1308 1/2 W CLAY STREET RESIDENCE

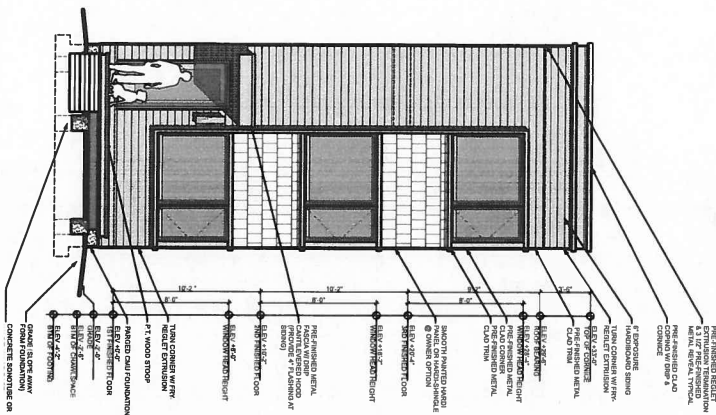
RICHMOND, VIRGINIA





PROPOSED RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0"



PROPOSED REAR ELEVATION

SCALE: 1/8" = 1'-0"

SK-14

1/13/21

PROJECT NO.: 20014

PROPOSED RIGHT SIDE & REAR ELEVATION

1308 1/2 W CLAY STREET RESIDENCE

RICHMOND, VIRGINIA



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
BUREAU OF PERMITS AND INSPECTION
ROOM 110 CITY HALL
900 E. BROAD STREET
RICHMOND, VIRGINIA 23219
PHONE (804) 646-4169
FAX (804) 646-1569

BUILDING PERMIT/CERTIFICATE APPLICATION

PERMIT NO

B

**THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK.
NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.**

CONTRACTOR/OWNER INFORMATION	1 JOB/PROPERTY ADDRESS (STREET & NUMBER) 1308 1/2 W CLAY STREET						2 FLOOR/ROOM NO.	
	3 CONTRACTOR NAME			4 LICENSE TYPE	5 CLASS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	6 STATE LICENSE NO.		
	7 CONTRACTOR STREET ADDRESS			8 CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS				
BUILDING INFORMATION	9 CITY			STATE	ZIP CODE	10 CONTRACTOR FAX NO.		
	11 PROPERTY OWNER NAME 1308 1/2 W. CLAY STREET, LLC			12 PROPERTY OWNER ADDRESS/ZIP 4900 AUGUSTA AVE, #100		13 OWNER DAYTIME TELEPHONE NO. 804-980-1377		
	14 DESCRIBE CURRENT STRUCTURE USE			15 DESCRIBE PROPOSED STRUCTURE USE SINGLE FAMILY				
OFFICE USE ONLY	16 NEW ACCESSORY BLDG. <input type="checkbox"/> ACC		17 ADDITION <input type="checkbox"/> ADD	18 RESIDENTIAL GARAGE <input type="checkbox"/> AD1	19 RESIDENTIAL DECK <input type="checkbox"/> AD2	20 OPEN PORCH <input type="checkbox"/> AD3	21 ENCLOSED PORCH <input type="checkbox"/> AD4	
	22 ALTER/REMODEL LIGHT <input type="checkbox"/> AL1		23 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2	24 DEMOLITION <input type="checkbox"/> DEM	25 TENANT FITUP <input type="checkbox"/> FUP	26 FOUNDATION ONLY <input type="checkbox"/> FOU	27 NEW BUILDING <input type="checkbox"/> NB	
	28 MOVING/RELOCATION <input type="checkbox"/> REL		29 REPAIR/REPLACEMENT <input type="checkbox"/> REP					
CONSTRUCTION COST	30 IF <input checked="" type="checkbox"/> 1 OR 2 FAMILY <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY			31 IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE		32 CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LODGING HOUSE <input type="checkbox"/> 3. ADULT CARE RESIDENCE <input type="checkbox"/> 2. NURSING HOME		
	INSTRUCTIONS: ENTER APPROPRIATE AMOUNTS FOR A, B, C, D, E & F. TOTAL B, C, D, E & F. SUBTRACT THIS TOTAL FROM A TO OBTAIN G. COSTS ARE TO INCLUDE MATERIAL, LABOR, SUBCONTRACTS OVERHEAD & PROFIT.			A. TOTAL CONST. COST OF ENTIRE JOB \$	C. MECH. COST \$	E. SPRINKLER COST \$	G. TOTAL CONSTRUCTION COST LESS TRADE PERMITS \$	
				B. ELEC. COST \$	D. PLUMB. COST \$	F. ELEVATOR COST \$		
WORK DESCRIPTION	34 DESCRIBE SCOPE OF WORK CONSTRUCT SINGLE FAMILY DETACHED DWELLING							
LIEN INFORMATION	35 LIEN AGENT NAME				36 PHONE NO.			
	37 ADDRESS				ZIP CODE			
CONTACT INFORMATION	38 CONTACT PERSON ZACH KENNEDY				39 CONTACT PHONE NO. 804-980-1377		40 CONTACT FAX NO.	
	41 CONTACT ADDRESS 4900 AUGUSTA AVE, #100				ZIP CODE	42 EMAIL		
	43 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO				NAME PHONE NO.			
RE-ROOF ONLY	44 ENGINEER/ARCHITECT NAME		45 ENGINEER/ARCHITECT PHONE NO.		46 ENGINEER/ARCHITECT FAX NO.		47 EMAIL	
	48 ROOF TYPE 1 (SEE BACK FOR LIST)		49 NO. OF SQUARES		50 ROOF TYPE 2 (SEE BACK FOR LIST)		51 NO. OF SQUARES	
	NOT REQUIRED FOR 1 & 2 FAMILY <input checked="" type="checkbox"/>		52 AUTOMATIC SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		53 FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO			
LOT & BUILDING SIZE	54 BUILDING FINISHED AREA NEW OR ADDITION (SQ. FT.)		55 BUILDING UNFINISHED AREA NEW OR ADDITION (SQ. FT.)		56 GARAGE AREA (SQ. FT.)		57 OPEN PORCH AREA (SQ. FT.)	
	58 DECK AREA (SQ. FT.)		59 BUILDING AREA EXISTING (SQ. FT.) (PER FLOOR)		60 TOTAL AREA AT COMPLETION (SQ. FT.) (PER FLOOR)		61 TOTAL BUILDING HEIGHT	
	62 NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)		63 NO. OF SPACES AT ANOTHER LOCATION		64 LOCATION		65 NUMBER OF FLOORS	
PARKING	66 WILL THERE BE A <input type="checkbox"/> NEW CURB <input type="checkbox"/> RELOCATED CURB <input type="checkbox"/> DRIVEWAY		67 WILL THERE BE ANY SITE GRADING OR LAND DISTURBING ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		68 TOTAL AREA TO BE DISTURBED (SQ. FT.)		69 IS SURVEY OR SITE PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	I HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-1101 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LICENSURE AS A CONTRACTOR OR SUBCONTRACTOR. BY THIS AFFIDAVIT I ASSUME FULL RESPONSIBILITY FOR COMPLETION OF THE PROPOSED WORK IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND LAW. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.							
	PRINTED NAME		SIGNATURE				DATE	
OWNERS AFFIDAVIT	A (NAME OF APPLICANT) B CERTIFY THAT THE BUILDING AT (ADDRESSES, FLOOR OR SUITE)							
	HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS".							
	C SIGNATURE							
ASBESTOS CERTIFICATION	ARTS DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO		DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	EXISTING USE GROUP		PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE	
	IS PROPERTY IN 100 YR FLOOD PLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD ELEV.		SITE ELEV.		CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
OFFICE USE ONLY	APPLICATION APPROVED BY		DATE		APPLICATION DISAPPROVED BY		DATE	

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.