

CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
BOARD OF ZONING APPEALS

October 8, 2021

TJC, LLC
2910 Libby Terrace
Richmond, Virginia 23223
Attn: Jessica Jordan

To Whom It May Concern:

RE: **BZA 54-2021**

You are hereby notified that the Board of Zoning Appeals will hold an electronic public hearing on Wednesday, November 3, 2021 due to the disaster represented by the spread of COVID-19 pursuant to and in compliance with Ordinance 2021-181 to consider an application for a building permit to renovate an existing building (vacant) for use as a single-family dwelling at 2922 P STREET (Tax Parcel Number E000-0569/020), located in a B-2 (Community Business) 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 394 283 349# 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 November 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. 2021-181, 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.

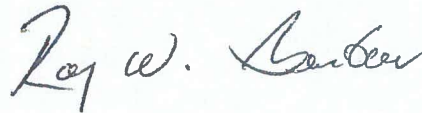
Finally, when you submitted your application to the zoning office you were given an handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

BZA 54-2021
Page 2
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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 <https://www.rva.gov/planning-development-review/civic-groups> . 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.

2903 Q Street Llc C/o Charles Cochran 16460 W Crescent Lane Montpelier, VA 23192	Bollard LLC 615 Albemarle St Richmond, VA 23220	Brooks Sheryl D 907 N 29th St Richmond, VA 23223
Carter Geraldine N 908 N 30th St Richmond, VA 23223	City Of Richmond Recreation & Parks 1209 Admiral St Richmond, VA 23220	Erickson Sarah Stavroula 906 N 30th St Richmond, VA 23223
Gaines Lee A & Betty J 509 Meriwether Ave Richmond, VA 23222	Hamilton Linda B 399 Campton Place Newport News, VA 23608	Johnson Hall Cassandra 1404 Lakeside Ave Henrico, VA 23228
Restoration Builders Of Virginia Incorporated 2910 Libby Terrace Richmond, VA 23223	Sp George Mason LLC 5403 West Gray St Tampa, FL 33609	The Maggie Walker Community Land Trust 203 N Robinson St Richmond, VA 23220

Property: 2922 P St Parcel ID: E0000569020**Parcel**

Street Address: 2922 P St Richmond, VA 23223-
Owner: TJC LLC
Mailing Address: 2910 LIBBY TER, RICHMOND, VA 23223
Subdivision Name : NONE
Parent Parcel ID:
Assessment Area: 332 - East End - Fairmont/Creighton
Property Class: 109 - R Single Family Shell
Zoning District: B-2 - Business (Community Business)
Exemption Code: -

Current Assessment

Effective Date: 01/01/2021
Land Value: \$40,000
Improvement Value: \$5,000
Total Value: \$45,000
Area Tax: \$0
Special Assessment District: None

Land Description

Parcel Square Feet: 3432
Acreage: 0.079
Property Description 1: 0026.00X0132.00 0000.000
State Plane Coords(?): X= 11799373.500012 Y= 3720311.834324
Latitude: 37.53528805 , **Longitude:** -77.40868062

Description

Land Type: Residential Lot A
Topology:
Front Size: 26
Rear Size: 132
Parcel Square Feet: 3432
Acreage: 0.079
Property Description 1: 0026.00X0132.00 0000.000
Subdivision Name : NONE
State Plane Coords(?): X= 11799373.500012 Y= 3720311.834324
Latitude: 37.53528805 , **Longitude:** -77.40868062

Other

Street improvement:
Sidewalk:

Assessments

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2022	\$52,000	\$4,000	\$56,000	Reassessment
2021	\$40,000	\$5,000	\$45,000	Reassessment
2020	\$40,000	\$5,000	\$45,000	Reassessment
2019	\$30,000	\$3,000	\$33,000	Reassessment
2018	\$20,000	\$3,000	\$23,000	Reassessment
2017	\$20,000	\$3,000	\$23,000	Reassessment
2016	\$20,000	\$2,000	\$22,000	Reassessment
2015	\$20,000	\$2,000	\$22,000	Reassessment
2014	\$20,000	\$23,000	\$43,000	Reassessment
2013	\$20,000	\$23,000	\$43,000	Reassessment
2012	\$28,000	\$11,000	\$39,000	Reassessment
2011	\$28,000	\$12,000	\$40,000	CarryOver
2010	\$28,000	\$12,000	\$40,000	Reassessment
2009	\$28,400	\$12,500	\$40,900	Reassessment
2008	\$28,400	\$12,500	\$40,900	Reassessment
2007	\$28,400	\$12,500	\$40,900	Reassessment
2006	\$10,000	\$12,500	\$22,500	Reassessment
2005	\$10,000	\$12,500	\$22,500	Reassessment
2004	\$5,300	\$5,300	\$10,600	Reassessment
2003	\$5,300	\$5,300	\$10,600	Reassessment
2002	\$5,200	\$5,200	\$10,400	Reassessment
1998	\$5,000	\$5,000	\$10,000	Not Available

Transfers

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
12/19/2018	\$4,551	CITY OF RICHMOND	ID2018-25710	2 - INVALID SALE-Relation Between Buyer/Seller
06/04/1965	\$1,800	Not Available	00000-0000	

Planning

Master Plan Future Land Use: NH-MU
Zoning District: B-2 - Business (Community Business)
Planning District: East
Traffic Zone: 1059
City Neighborhood Code: CHN
City Neighborhood Name: Church Hill North
Civic Code: 3000
Civic Association Name: Church Hill Central Civic Association
Subdivision Name: NONE
City Old and Historic District:
National historic District: Church Hill North
Neighborhoods in Bloom:
Redevelopment Conservation Area:

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	1013	0207001	020700
1990	106	0207001	020700

Schools

Elementary School: Marsh
Middle School: Martin Luther King Jr
High School: Armstrong

Public Safety

Police Precinct: 1
Police Sector: 111
Fire District: 11
Dispatch Zone: 118A

Public Works Schedules

Street Sweep: TBD
Leaf Collection: TBD
Refuse Collection: Thursday
Bulk Collection: TBD

Government Districts

Council District: 7
Voter Precinct: 703
State House District: 70
State Senate District: 16
Congressional District: 4

Extension 1 Details

Extension Name: R01 - Residential record #01
Year Built: 1900
Stories: 1
Units: 0
Number Of Rooms: 6
Number Of Bed Rooms: 2
Number Of Full Baths: 0
Number Of Half Baths: 0
Condition: poor for age
Foundation Type: Full Crawl
1st Predominant Exterior: Asbestos siding
2nd Predominant Exterior: N/A
Roof Style: Flat or Shed
Roof Material: Metal
Interior Wall: Plaster
Floor Finish: Softwood-standard
Heating Type: No Heat
Central Air: N
Basement Garage Car #: 0
Fireplace: N
Building Description (Out Building and Yard Items) :

Extension 1 Dimensions

Finished Living Area: 745 Sqft
Attic: 0 Sqft
Finished Attic: 0 Sqft
Basement: 0 Sqft
Finished Basement: 0 Sqft
Attached Garage: 0 Sqft
Detached Garage: 0 Sqft
Attached Carport: 0 Sqft
Enclosed Porch: 0 Sqft
Open Porch: 0 Sqft
Deck: 0 Sqft

Property Images

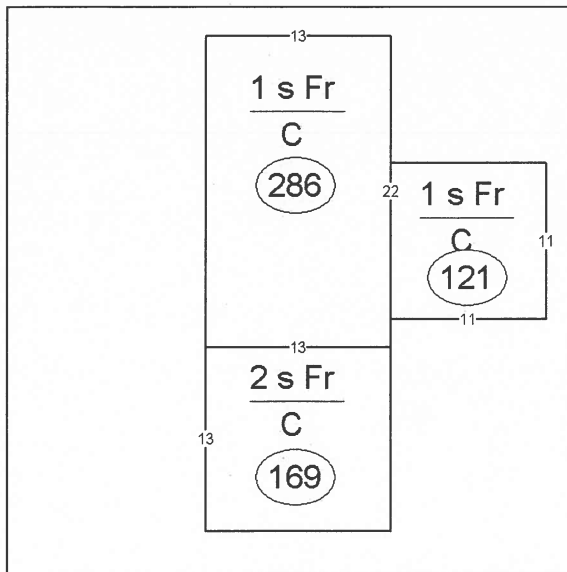
Name:E0000569020 Desc:R01



[Click here for Larger Image](#)

Sketch Images

Name:E0000569020 Desc:R01



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: TJC, LLC **PHONE: (Home)** () **(Mobile)** (804) 677-5442

ADDRESS 2910 Libby Terrace **FAX:** () **(Work)** ()

Richmond, Virginia 23223 **E-mail Address:** jordancnm@gmail.com

Attn: Jessica Jordan

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) 2922 P Street

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

ZONING ORDINANCE SECTION NUMBERS(S): 30-300 & 30-800.4

APPLICATION REQUIRED FOR: A building permit to renovate an existing building (vacant) for use as a single-family dwelling.

TAX PARCEL NUMBER(S): E000-0569/020 **ZONING DISTRICT:** B-2 (Community Business)

REQUEST DISAPPROVED FOR THE REASON THAT: The proposed use is not permitted as the previous nonconforming use rights have expired. Whenever a nonconforming use of a building or structure is discontinued for a period of two years or longer, whether or not equipment or fixtures are removed, any subsequent use of the premises shall conform to the regulations applicable in the district in which it is located.

DATE REQUEST DISAPPROVED: September 16, 2021

FEE WAIVER: YES ☐ NO: ☒

DATE FILED: September 14, 2021 **TIME FILED:** 01:00 p.m. **PREPARED BY:** David Duckhardt **RECEIPT NO.** BZAR-098937-2021

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) (14) **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: Jessica Jordan **DATE:** 9/30/21

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

CASE NUMBER: BZA 54-2021 **HEARING DATE:** November 3, 2021 **AT** 1:00 **P.M.**

BOARD OF ZONING APPEALS CASE BZA 54-2021
150' Buffer

APPLICANT(S): TJC, LLC

PREMISES: 2922 P Street
(Tax Parcel Number E000-0569/020)

SUBJECT: A building permit to renovate an existing building (vacant) for use as a single-family dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300 & 30-800.4
of the Zoning Ordinance for the reason that:

The proposed use is not permitted as the previous nonconforming use rights have expired.





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.

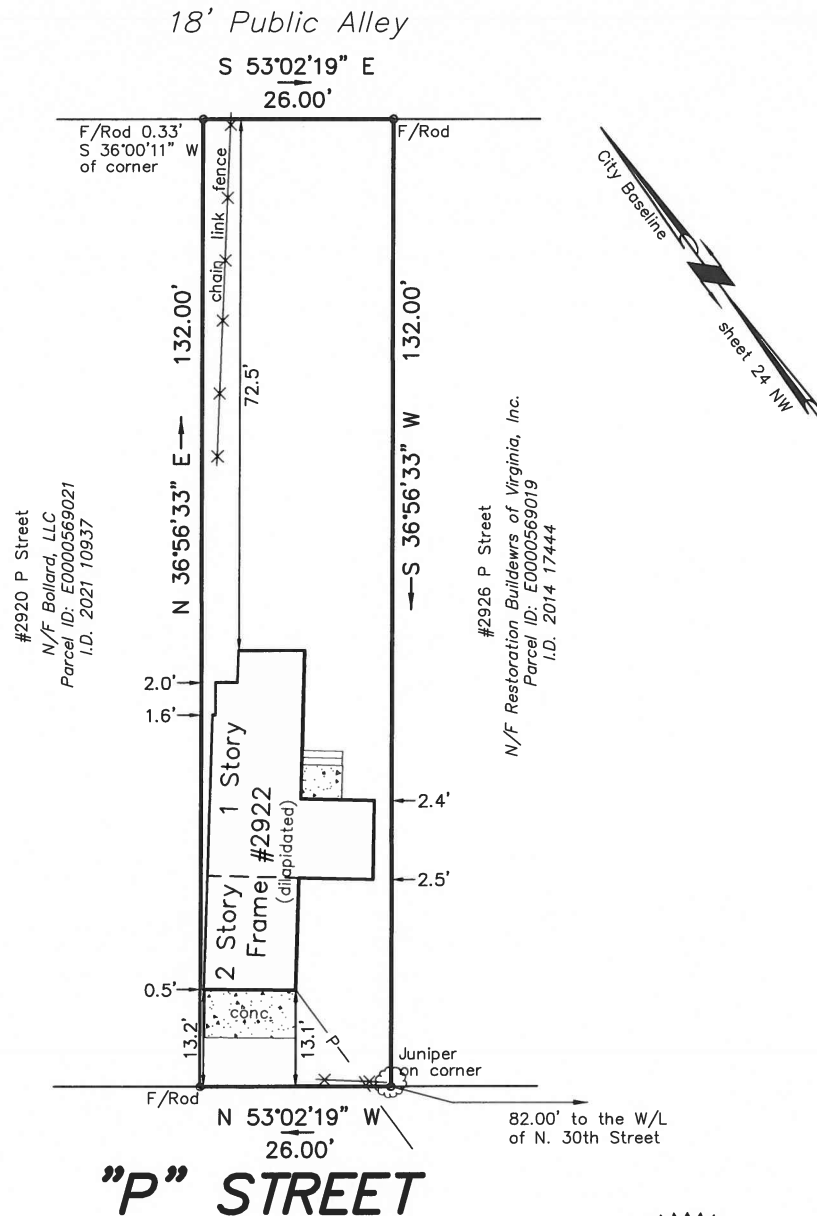
Acknowledgement of Receipt by Applicant or Authorized Agent:



Revised November 4, 2020

Address: #2922 P Street
Purchaser
Current Owner: TJC, LLC
Parcel ID: E0000569020
I.D. 2020 29804

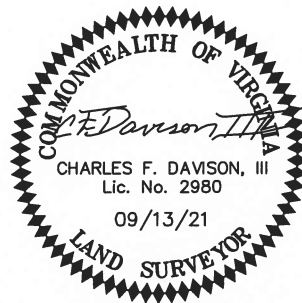
Note: Bearings protracted from City
Baseline sheet 24 NW.



Survey and Plat of
**The Property Known as
#2922 P Street in
The City of Richmond, VA**

This is to certify that on 09/13/21 I made an accurate field survey of the premises shown hereon that all improvements and easements known or visible are shown hereon, that there are no encroachments by improvements either from adjoining premises or from subject premises upon adjoining premises other than shown hereon. THIS PLAT WAS MADE WITHOUT THE BENEFIT OF A TITLE SURVEY OR REPORT.

FLOOD INSURANCE NOTE: By graphics plotting only, this property is in ZONE X of the Flood Insurance Rate Map, Community Panel No. 510129 0041E effective date of 07/16/14. Exact designations can only be determined by an Elevation Certificate. Based on the above information, this property IS NOT in a Special Flood Hazard Area.



**DAVISON LAND SURVEYING
AND MAPPING**

8306 Longlands Pl.

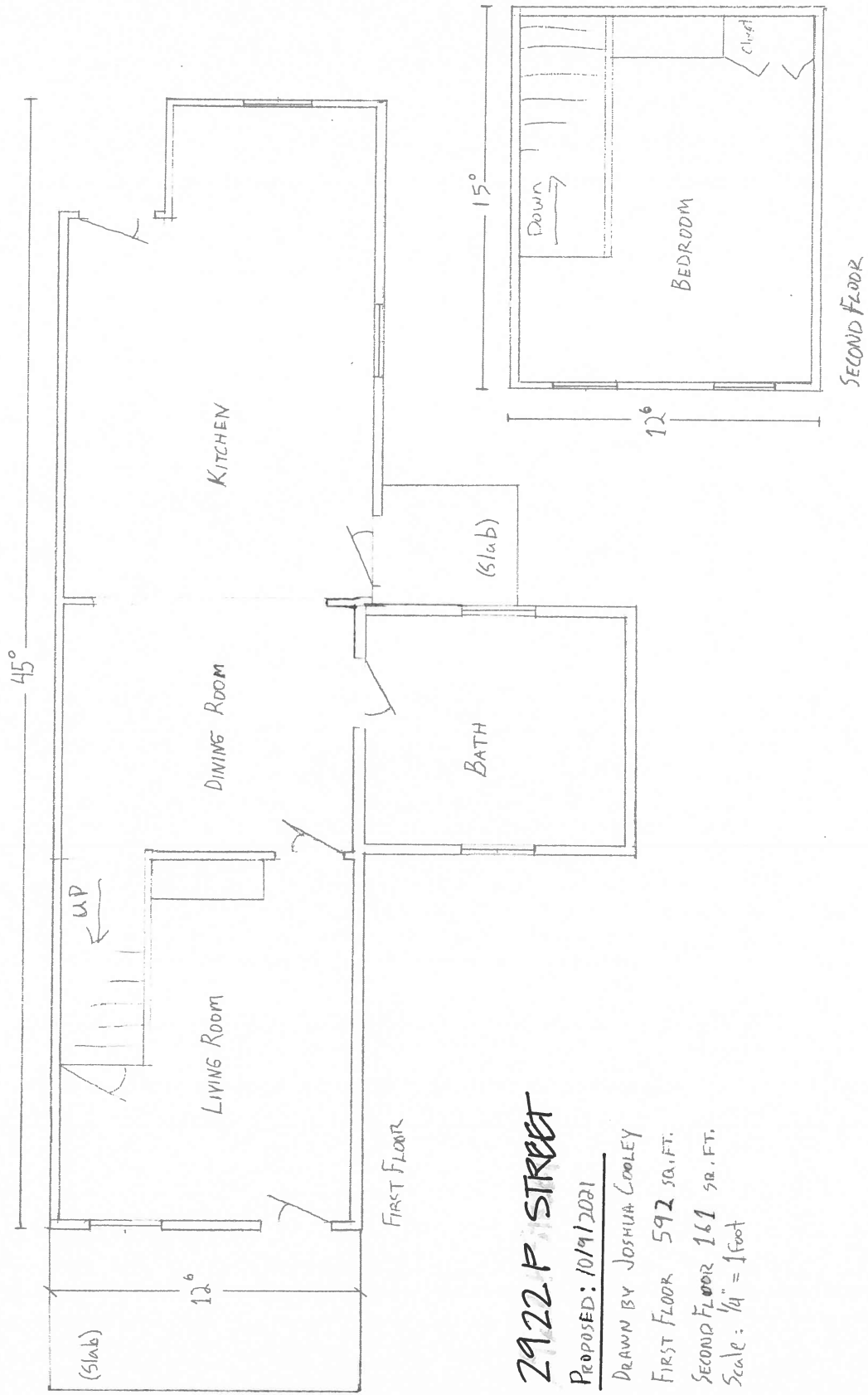
Chesterfield, Virginia 23832

(804)314-7441 davisonlandsurveying@gmail.com

DATE: 09/13/21

SCALE: 1"=20'

JN: 21-256



2922 P STREET

PROPOSED: 10/9/2021

DRAWN BY JOSHUA COOLEY

FIRST FLOOR 592 SQ. FT.

SECOND FLOOR 161 SQ. FT.

Scale: 1/4" = 1 foot

2922 P STREET

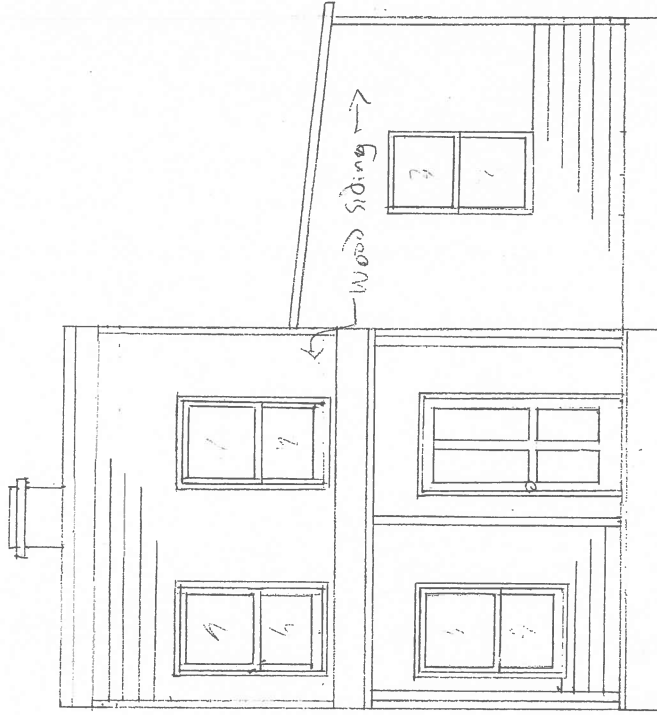
PROPOSED 10/18/2021

DRAWN BY JOSHUA COOLEY

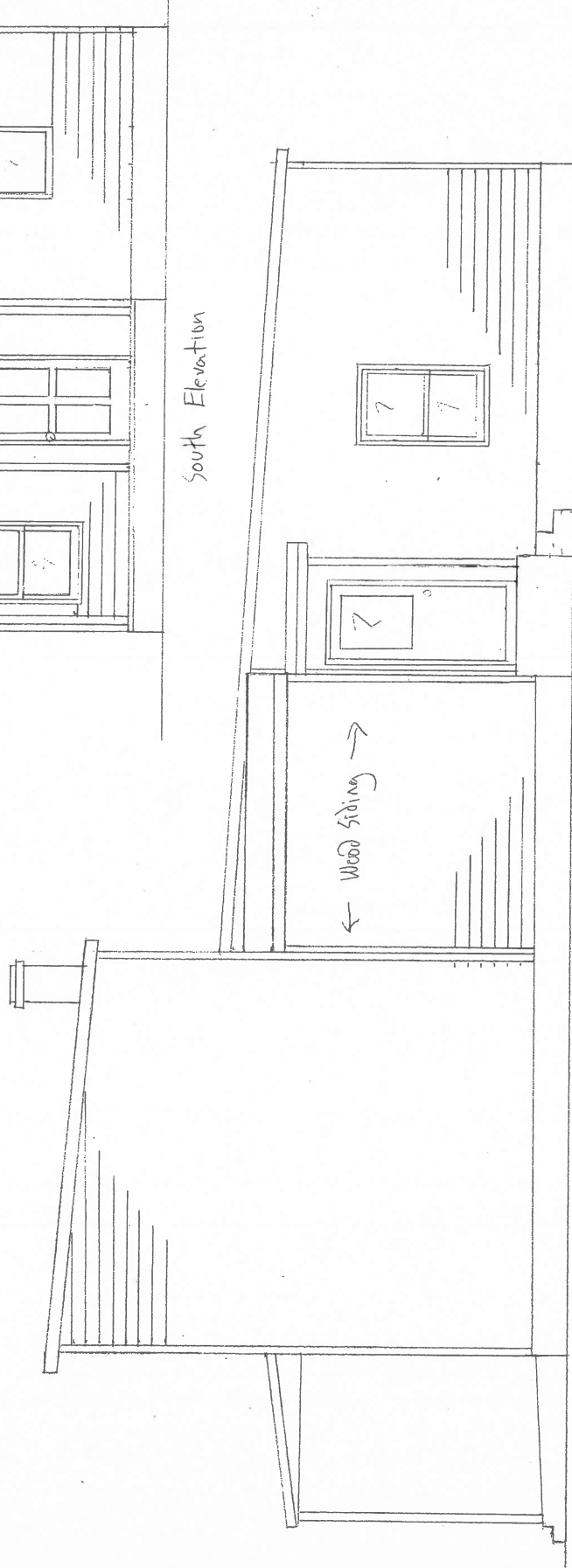
FIRST FLOOR 59'2" x 8'0"

SECOND FLOOR 16'1" x 8'0"

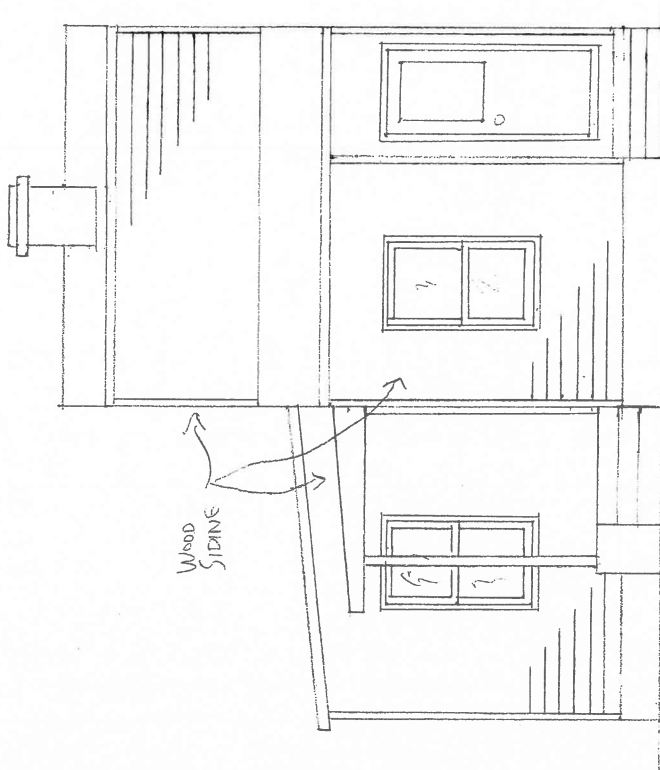
SCALE: 1/4" = 1 FOOT



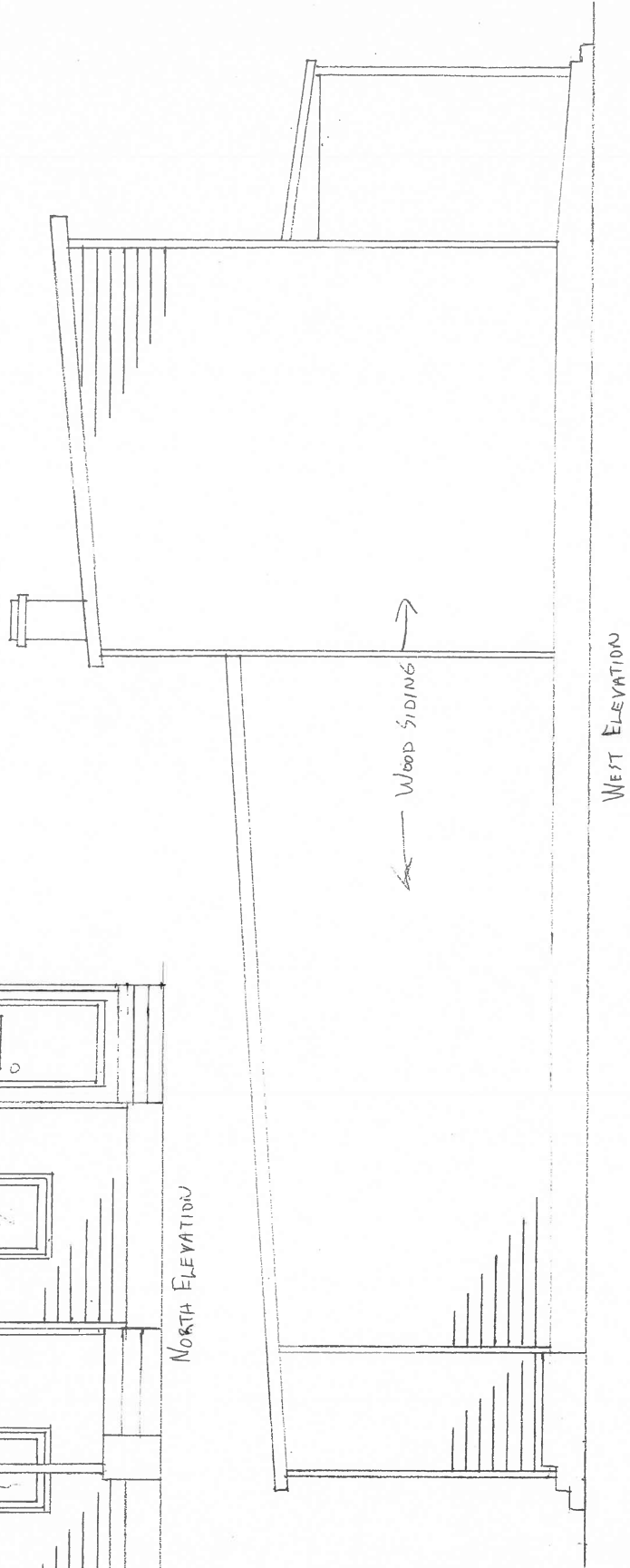
South Elevation



East Elevation



2922 P STREET
 PROPOSED 10/18/2021
 DRAWN BY JOSHUA COOLEY
 FIRST FLOOR 592 SQ FT
 SECOND FLOOR 161 SQ FT
 SCALE: 1/4" = 1 FOOT







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

TRACK 1 TRACK 2

**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) 2922 P 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	
BUILDING INFORMATION	8 CONTRACTOR TELEPHONE NO. / EMAIL ADDRESS		9 CITY	
	10 STATE		11 ZIP CODE	
	12 CONTRACTOR FAX NO.		13 PROPERTY OWNER NAME TJC, LLC	
BUILDING INFORMATION	14 PROPERTY OWNER ADDRESS/ZIP 2910 LIBBY TERRACE RICHMOND		15 OWNER DAYTIME TELEPHONE NO. 804-677-5442	
	16 DESCRIBE CURRENT STRUCTURE USE VACANT BUILDING		17 DESCRIBE PROPOSED STRUCTURE USE SINGLE FAMILY	
	18 OFFICE USE ONLY <input type="checkbox"/> ACC <input type="checkbox"/> AL1 <input type="checkbox"/> AL2		19 ADDITION <input type="checkbox"/> ADD <input type="checkbox"/> DEM	
CONSTRUCTION COST	20 NEW ACCESSORY BLDG. <input type="checkbox"/> ACC		21 RESIDENTIAL GARAGE <input type="checkbox"/> AD1	
	22 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2		23 DEMOLITION <input type="checkbox"/> DEM	
	24 TENANT FITUP <input type="checkbox"/> FUP		25 FOUNDATION ONLY <input type="checkbox"/> FOU	
WORK DESCRIPTION	26 IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE		27 CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LODGING HOUSE <input type="checkbox"/> 2. NURSING HOME <input type="checkbox"/> 3. ADULT CARE RESIDENCE	
	28 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.		29 A. TOTAL CONST. COST OF ENTIRE JOB \$	
	30 B. ELEC. COST \$		31 C. MECH. COST \$	
LIEN INFORMATION	32 DESCRIBE SCOPE OF WORK RENOVATE BUILDING FOR USE AS A SINGLE FAMILY DWELLING.		33 D. PLUMB. COST \$	
	34 E. SPRINKLER COST \$		35 F. ELEVATOR COST \$	
	36 G. TOTAL CONSTRUCTION COST LESS TRADE PERMITS \$		37 IF APPLICABLE	
CONTACT INFORMATION	38 LIEN AGENT NAME		39 PHONE NO.	
	40 ADDRESS		41 ZIP CODE	
	42 CONTACT PERSON JESSICA JORDAN		43 CONTACT PHONE NO. 804-677-5442	
RE-ROOF ONLY	44 CONTACT ADDRESS 2910 LIBBY TERRACE RICHMOND VA		45 ZIP CODE 23227	
	46 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO		47 ENGINEER/ARCHITECT NAME	
	48 ENGINEER/ARCHITECT PHONE NO.		49 ENGINEER/ARCHITECT FAX NO.	
LOT & BUILDING SIZE	50 ROOF TYPE 1 (SEE BACK FOR LIST)		51 NO. OF SQUARES	
	52 ROOF TYPE 2 (SEE BACK FOR LIST)		53 NO. OF SQUARES	
	54 NOT REQUIRED FOR 1 & 2 FAMILY <input type="checkbox"/> YES <input type="checkbox"/> NO		55 AUTOMATIC SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO	
PARKING	56 BUILDING FINISHED AREA NEW OR ADDITION (SQ. FT.)		57 GARAGE 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	
SITE WORK	62 NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)		63 NO. OF SPACES AT ANOTHER LOCATION	
	64 LOCATION		65 LEASE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	66 WILL THERE BE A NEW CURB <input type="checkbox"/> YES <input type="checkbox"/> NO		67 WILL THERE BE ANY SITE GRADING OR LAND DISTURBING ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
OWNERS AFFIDAVIT	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	
ASBESTOS CERTIFICATION	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	
	ARTS DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO	
OFFICE USE ONLY	VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO		DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	ICC TYPE OF CONSTRUCTION		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		FEE RECEIVED		
RECEIPT NO.		CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD		
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		
CHESAPEAKE BAY MANAGEMENT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO		APPLICATION APPROVED BY		
DATE		APPLICATION DISAPPROVED BY		
DATE		DATE		

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