

**Town of Virginia City  
Site/Zoning Permit Application**

A Site/Zoning Permit is required for any new construction, alteration, or addition that:

1. Adds more than 100 square feet to the new building footprint
2. Creates any change in public right of ways
3. Creates any changes to public utilities

Name of Applicant \_\_\_\_\_

Project Site Address \_\_\_\_\_

Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Part 1 – Streets and Alleys**

Street used to access property:

Improvements needed (must be completed prior to construction):

Engineering required:

Project Engineer:

Bonding Amount Required:

Excavation Permit Issued: Yes No

Culverts Required: Yes No

Construction/Tracking Pad Required: Yes No

Right of way Abandonment requested: Yes No

**Utilities**

Locations are available at the Town Office. All new service installations must first be completed.

Water main service available: Yes No Location:

Water main extension required: Yes No

Sewer main available: Yes No

Sewer main extension required: Yes No

Encroachment Permit required: Yes No

Excavation permit required: Yes No

Payback agreement: Yes No

Septic variance required: Yes No

Special Agreement for service line: Yes No

Conditional Use requested: Yes No

**Information to be included:**

**Photographs** – Document current site conditions and surrounding areas that may be affected by the project, including neighboring structures, local precedents and relationship to scale and architectural character. Historic photographs accompanying those of current site conditions are greatly appreciated.

Drawings – May be hand-drawn or computer generated. Drawings should accurately represent proposed changes to present site conditions – i.e. building locations, site grade, required set-backs, drainage, street right of ways, etc.

A scaled plat map is also required.

**Minimum set-back requirements apply. Survey, verifiable proof of survey, or a historic line of sight with existing structures is required. Please attach to application.**

**Madison County requirements:**

Building Permit: Yes No

Septic Variance: Yes No

**Notice:** Blocks 15-18, 28-30, and 59-61 have been identified by the Department of Environmental Quality as a potential solid waste hazard area. Any and all remediation activities that may be required are the responsibility of the landowner, including utilities and public right of ways.

**Part 2 – Design Review Requirements**

Design Review District (HRD, HVRD, HDCD, NHRD, HVCD) \_\_\_\_\_

Description of New Construction or Addition (Attach additional pages if necessary):

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Received by Town Clerk/Treasurer:**

\_\_\_\_ Two copies of completed application

\_\_\_\_ Photographs # \_\_\_\_\_

\_\_\_\_ Drawings # \_\_\_\_\_ (Drawing to clearly indicate total square footage and basis of fee)

\_\_\_\_ Scaled plat

\_\_\_\_ Permit fee

\$250 non-refundable processing and permit application fee + \$.25x total sq./ft.

\$500 Road Impact Fee Bond

**Total payment due with application**

Town Clerk/Treasurer \_\_\_\_\_ Date received \_\_\_\_\_

Check # \_\_\_\_\_

**Permit Application Review**

Public Works Director \_\_\_\_\_ Date \_\_\_\_\_

Public Works Board  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

Fire Department  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

Historic Preservation Advisory Committee  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

Town Council  
Mayor: \_\_\_\_\_ Date \_\_\_\_\_  
Clerk/Treasurer (Attest) \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

Board of Adjustment  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

Permit Issue Date \_\_\_\_\_  
(Permits are valid for two years from date of issue)

Town Clerk/Treasurer \_\_\_\_\_

Project inspected for completion \_\_\_\_\_ Date \_\_\_\_\_