



Clarke County Planning Department  
 101 Chalmers Court, Suite B  
 Berryville, Virginia 22611

(540) 955-5132  
 www.clarkecounty.gov

**ZONING PERMIT**

Date: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot size: \_\_\_\_\_

Contractor: \_\_\_\_\_  
 Site Address: \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

TYPE: ( ) New Single-Family Dwelling / ( ) Garage – ( ) attached or ( ) detached / ( ) Accessory Structure  
 ( ) Addition – ( ) heated or ( ) unheated / ( ) Pool – ( ) above ground or ( ) in-ground / ( ) Change of Use  
 ( ) Remodel / ( ) Deck – ( ) roof or ( ) no roof / ( ) Agricultural \*requires AG WAIVER FORM\* / Other: \_\_\_\_\_

Proposed Structure Description: \_\_\_\_\_ / \_\_\_\_\_  
 Size: \_\_\_\_\_

Manufactured Home: Yes / No

Proposed Use: \_\_\_\_\_

REQUIRED INFORMATION IS FOUND AT [www.clarkecounty.gov](http://www.clarkecounty.gov) and <https://mapsonline.net/clarkecounty>

Zoning Compliance Chart: *(Complete all applicable blocks for proposed project / Write N/A if not applicable)*

Subdivision:	Corner Lot: Yes / No	Scenic Highway: Yes / No
<b>Consult Zoning Ordinance for setback requirements based on Zoning District and Lot Size.</b>		
(Measured to the closet point)	REQUIRED: <i>(Distances in feet)</i>	PROVIDED: <i>(Distances in feet)</i>
Front Property Line:		
Side (Right) Property Line:		
Side (Left) Property Line:		
Rear:		
Vehicle Entrance Side:		
Edge of Private Access Easement:		
Centerline of Secondary Highway:		
Edge of Primary Highway R-O-W:		
Springs/Sinkholes/Perennial Streams:	100 Feet	
Intermittent Streams:	Depends on District ( )	
Maximum Height:		
Maximum Impervious Surface:		
Well Setback: <i>(*See Clarke County Code Chapter 184)</i>	50 Feet (All Structures) 100 Feet (Termite-treated)	

Flood Plain District: Yes / No (If yes) 100 Year / 10 Year / Stream Overlay District: Yes / No

Historic District: Yes / No (If yes) District: \_\_\_\_\_ Certificate of Appropriateness: Yes / No

Conservation Easement: Yes / No (If yes) Holder: \_\_\_\_\_ Holder Approval: Yes / No

Public Water: Yes / No Public Sewer: Yes / No / Private Well: Yes / No Onsite Septic System: Yes / No  
(CONTACT UTILITY FOR INFORMATION) / (CONTACT HEALTH DEPARTMENT FOR INFORMATION)

\*Any discrepancies between proposed and actual after zoning approval are the applicant's responsibility.

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

Date \_\_\_\_\_

OFFICE USE: -----

For the structure and/or use described herein this Zoning Permit request is hereby:

( ) Pending Substantial Modification Determination / Health Department Review / Other: \_\_\_\_\_

( ) Granted DUR Used: Yes / No / CONDITIONS: \_\_\_\_\_

( ) Denied REASON: \_\_\_\_\_

Zoning Administrator \_\_\_\_\_ / Date \_\_\_\_\_ / GIS Acct # \_\_\_\_\_ / Permit ID \_\_\_\_\_

OTHER OFFICE NOTES: \_\_\_\_\_

**REQUIRED SITE SKETCH: (Must be provided on a separate survey plat, aerial map, or other drawing)**

The required site sketch must accurately show all existing lot features as well as the proposed structure(s) and/or use(s) with measurements provided to the closet points of ALL applicable items noted on Page 1 of this permit application. In addition to those items, measurements must also be provided to the septic tank, septic system, and any utility, drainage, or other easements. All required setbacks and information must be shown prior to approval. Survey plats may be found at the Clarke County Circuit Court. County GIS maps can be found at <https://mapsonline.net/clarkecounty>. Sketches drawn to scale are recommended.

Example Site Sketch: 1" (approx) 50' / 1.03 acre lot / Zoned AOC

