



## ZONING PERMIT APPLICATION

ZONING PERMIT #: \_\_\_\_\_

**NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.**

**ZONING ACTIVITY:**  New Construction  Alteration/Repair  Addition  Sign (See Spec sheet)  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

**NAME OF BUSINESS/APPLICANT:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_ Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

**ZONING DISTRICT:**  R-1  R-2  B-1  B-2  I-1

C-1 Special Use Permit Required:  Yes  No Site Plan Required:  Yes  No

Off-Street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITY:** (i.e. previous use, height/length of fencing, deck specs, etc.)

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet

**FEE:**  \$50.00 Residential  \$100.00 Commercial

## CERTIFICATE OF APPROPRIATENESS

**ADDITIONAL DESCRIPTION:** (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached):  Specification Sheet  Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Name			Name		
Address			Address		
City	State	Zip	City	State	Zip
Phone#	Email		Phone#	Email	

**APPLICANT / PROPERTY OWNER SIGNATURE****\*\*\*\*\*REQUIRED\*\*\*\*\***

*I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.*

Applicant Signature

Property Owner Signature

**\*\*\*OFFICE USE ONLY\*\*\***

Date Filed: \_\_\_\_\_ Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**DATE TO ZONING ADMINISTRATOR: \_\_\_\_\_**APPROVED    DISAPPROVED    TABLED UNTIL: \_\_\_\_\_ DEFERRED UNTIL: \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS:

**DATE TO ARCHITECTURAL REVIEW BOARD (ARB): \_\_\_\_\_**APPROVED    DISAPPROVED    TABLED UNTIL: \_\_\_\_\_ DEFERRED UNTIL: \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS:

**DATE TO TOWN COUNCIL (IF APPLICABLE): \_\_\_\_\_**APPROVED    DISAPPROVED    TABLED UNTIL: \_\_\_\_\_ DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL {where required}: \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS:

## INSTRUCTIONS FOR COMPLETING APPLICATION

*In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.*

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

## Check List

### Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket**  
**15000 Washington Street, Suite 100**  
**Haymarket, VA 20169**

# SIGN SPECIFICATION SHEET

## SIGN 1:

Type of Sign:  Wall  Hanging  Freestanding  Menu  Individual Letter  Window  
 Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

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## SIGN 2:

Type of Sign:  Wall  Hanging  Freestanding  Menu  Individual Letter  Window  
 Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

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## SIGN 3:

Type of Sign:  Wall  Hanging  Freestanding  Menu  Individual Letter  Window  
 Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

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## SIGN 4:

Type of Sign:  Wall  Hanging  Freestanding  Menu  Individual Letter  Window  
 Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

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## FREQUENTLY ASKED QUESTIONS

### 1. *What projects require architectural review?*

Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.

### 2. *How long does the architectural review process take?*

The time required to process an application will vary depending on the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.

### 3. *What does the ARB look for in a project?*

Refer to the Town of Haymarket Architectural Review Design Guidelines.

### 4. *What happens after I submit my application?*

After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.

### 5. *What is the review process?*

For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at [www.townofhaymarket.org/meetings](http://www.townofhaymarket.org/meetings)).

### 6. *Is there a submission deadline?*

An application must be submitted to the Town Clerk and verified as complete one week prior to the meeting date for proper review.

### 7. *What happens at the ARB meeting?*

The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.

### 8. *What should I present at my review?*

To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors and materials. For larger development projects, you will need to be able to discuss traffic impacts.

### 9. *When can I submit my plans for a building permit?*

If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).