



# ZONING APPROVAL REQUEST FORM

Please submit the Zoning Approval Request form for all work in town, requiring a permit from the Prince William County Building Department. Once application is complete, the Zoning Administrator will process Zoning Approval. Please allow up to two business days for Zoning Approval processing.

*NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and Zoning Approval processed by the Zoning Administrator. Zoning Approval is REQUIRED in order to proceed to Prince William County Building Department.*

ZONING ACTIVITY: ☐ New Construction ☐ Alteration/Repair ☐ Addition  
(Check all that apply) ☐ New Tenant/Use ☐ Change of Use ☐ Relocation

## PERMIT HOLDER INFORMATION

Name

Address

City State Zip

Phone# Email

## PROPERTY OWNER INFORMATION

Name

Address

City State Zip

Phone# Email

*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 Architecture Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.*

Applicant Signature

Property Owner Signature

**Town Business License (All contractors are required to have a valid Town of Haymarket business license to do work within the Town Limits. If you need the business license application please visit, [https://www.townofhaymarket.org/sites/default/files/fileattachments/finance/page/3147/2019\\_bpol\\_application\\_fillable.pdf](https://www.townofhaymarket.org/sites/default/files/fileattachments/finance/page/3147/2019_bpol_application_fillable.pdf)):**  
**Valid Business License Attached** ☐ Yes ☐ No

PROPOSED SCOPE OF WORK: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

GPIN#: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Homeowners Association Approval (If required please attached the approval letter): ☐ Yes ☐ No

Zoning District: ☐ R-1 ☐ R-2 ☐ B-1 ☐ B-2 ☐ I-1 ☐ C-1 Site Plan Required: ☐ Yes ☐ No

Brief Description:

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Supporting Documentation Provided (*attached*): ☐ Plat ☐ Plan ☐ Specifications ☐ Picture(s)

**Office Use Only**

Zoning Approval Granted ☐ Yes ☐ No

Date Issued to Applicant: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

Approved by:

**Zoning Administrator Contact Information:**

Emily K. Lockhart

[elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org)

(703) 753-2600

**Town Hall Address**

15000 Washington Street, Suite 100

Haymarket, VA 20169

**Hours of Operation: Monday through Friday 8:00 am to 4:30 pm**