

OFFICE OF THE MAYOR

**TOWN OF JONESVILLE**

ONE PARK STREET  
P.O. BOX 190  
JONESVILLE, VA 24263

-----  
276-346-1151  
FAX # 276-346-1325



PERMIT # \_\_\_\_\_

**APPLICATION FOR ZONING PERMIT AND CERTIFICATE  
OF OCCUPANCY AND COMPLIANCE**

**INSTRUCTIONS:**

This form serves to request specific information in order that appropriate authorities may render judgment as to conformity of the request with regard to relevant sections of the Zoning Ordinance and subdivision Regulations of the Town of Jonesville, Virginia, adopted by Town Council on June 22, 1989. When in doubt, applicants should refer to the above-referred document for specific definitions in completing this form.

Before a permit can be issued, this application shall be completed in compliance with the zoning ordinances of the Town of Jonesville, in addition the application shall comply with all building requirements and obtain necessary permits for Lee County.

This form along with all attached submissions will become the official zoning permit upon Zoning Administrator's approval and payment of a required \$25.00 filing fee.

It shall be the responsibility of the applicant to notify the Town's zoning officer within ten (10) days of the completion of the structural alteration or new construction identified herein. At such time, a final inspection will be conducted to document that work performed was completed in conformity with the provisions of the Town's Zoning Ordinance. A Certificate Occupancy and Compliance will follow at the end of this document and will be issued by the Zoning Administrator if the work is found to be in order.

If any request seeks a permit for a use not provided for, the Zoning Administrator shall follow the guideline set forth in Section 6-4 of the Zoning Ordinance.

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DESCRIBE THE SUBJECT OF THE APPLICATION: \_\_\_\_\_ NEW CONSTRUCTION  
\_\_\_\_\_ ADDITION OF AN ASSESSORY BUILDING \_\_\_\_\_ EXCAVATION OF A  
STRUCTURE, OTHER, EXPLAIN \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE (DAY): \_\_\_\_\_  
(NIGHT): \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

GEOGRAPHIC LOCATION OF ADDRESS TO BE OCCUPIED:  
\_\_\_\_\_

LOT SIZE: \_\_\_\_\_

**SET BACK REQUIREMENTS**  
**RESIDENTIAL DISTRICT R-1**

STRUCTURES SHALL BE LOCATED TWENTY-FIVE (25) FEET OR MORE FROM ANY STREET RIGHT-OF-WAY WHICH IS FIFTY (50) FEET OR GREATER IN WIDTH OR FIFTY (50) FEET OR MORE FROM THE CENTER OF ANY STREET RIGHT-OF-WAY LESS THAN FIFTY (50) FEET IN WIDTH. THIS SHALL BE KNOWN AS THE "SETBACK".

**FRONTAGE REGULATIONS**

FOR PERMITTED USES THE MINIMUM LOT WIDTH AT THE SETBACK LINE SHALL BE ONE HUNDRED (100) FEET OR MORE.

**YARD REGULATIONS**

SIDE- THE MINIMUM SIDE YARD FOR EACH MAIN STRUCTURE SHALL BE TEN (10) FEET.

REAR - EACH MAIN STRUCTURE SHALL HAVE A REAR YARD OF TWENTY-FIVE (25) FEET.

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SETBACK REGULATIONS  
COMMERCIAL DISTRICT C-1

BUILDINGS SHALL BE LOCATED TEN (10) FEET OR MORE FROM ANY STREET RIGHT-OF-WAY WHICH IS FIFTY (50) FEET OR GREATER IN WIDTH OR THIRTY-FIVE (35) OR MORE FROM THE CENTER LINE OF ANY STREET RIGHT-OF-WAY LESS THAN FIFTY (50) FEET IN WIDTH, EXCEPT THAT SIGNS ADVERTISING SALE OR RENT AS THE "SETBACK".

FRONTAGE AND YARD REQUIREMENTS:

FOR PERMITTED USES, THE MINIMUM SIDE YARD OR REAR YARD ADJOINING OR ADJACENT TO A RESIDENTIAL DISCRICT SHALL BE TWENTY-FIVE (25).

**PROPOSED USE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NUMBER OF FLOORS:** \_\_\_\_\_

**NUMBER OF PARKING SQUARES:** \_\_\_\_\_

**MOST RECENT USE:** \_\_\_\_\_

**IS THE PROPERTY CURRENTLY SERVED WITH TOWN UTILITIES?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF (NO), WILL YOU NEED A WATER CONNECTION?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF (YES), WILL YOU NEED A SEWER CONNECTION?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**FOR OFFICE USE ONLY: HAS THE PUBLIC WORKS DEPARTMENT FIELD TESTED THE SITE LOCATION OF UTILITY SERVICE?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF (YES), ATTACH A COPY OF THE FIELD TEST WORK ORDER.**

**HAS THE APPLICANT BEEN PLACED ON A "WAITING LIST" FOR A SEWER TAP?**

YES \_\_\_\_\_ NO \_\_\_\_\_

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**CERTIFICATE OF OCCUPANCY**

THIS ARTICLE PROVED FOR UNDER ARTICLE 6-6-2 OF GENERAL PROVISIONS. THIS ARTICLE TO BE ATTACHED TO ALL ZONING PERMITS "i.e." - RESIDENTIAL R-1; COMMERCIAL C-1; INDUSTRIAL M-1.

**THIS APPLICATION PERTAINS TO:**

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_

HAS BUILDING OR CONSTRUCTION BEEN CHANGED OR ALTERED FROM INITIAL APPLICATION?

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE ALL FEES BEEN PAID TO THE TOWN OF JONESVILLE, i.e.?

YES \_\_\_\_\_ NO \_\_\_\_\_

SEWER TAP \_\_\_\_\_ WATER TAP \_\_\_\_\_

HAVE THE SEWER AND WATER INSTALLATIONS BEEN INSPECTED BY JONESVILLE MAINTENANCE DEPARTMENT?

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE SIDEWALKS AND ENTRANCES BEEN PROPERLY INSTALLED OR REPLACED AS TO LOCAL CODE?

YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE SETBACK REGULATIONS BEEN ADHERED TO?

YES \_\_\_\_\_ NO \_\_\_\_\_

HEIGHT REGULATIONS?

YES \_\_\_\_\_ NO \_\_\_\_\_

OFF STREET LOADING AND UNLOADING

YES \_\_\_\_\_ NO \_\_\_\_\_

PARKING FOR INDUSTRIAL AND COMMERCIAL USE OF STREET. ADEQUATE SPACE FOR PARKING AS PROVIDED FOR IN ZONING ORDINANCE.

YES \_\_\_\_\_ NO \_\_\_\_\_

LANDSCAPING FEATURES?

YES \_\_\_\_\_ NO \_\_\_\_\_

SIGN?

YES \_\_\_\_\_ NO \_\_\_\_\_

ZONING ADMINISTRATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

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I HEREBY CERTIFY BY MY SIGNATURE THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION. ALL INFORMATION PROVIDED HEREIN IS CORRECT, THAT THE INTENDED OCCUPANCY WILL CONFORM WITH ALL REGULATIONS OF THE TOWN AND STATE AND THAT THIS APPLICATION DOES NOT TAKE THE PLACE OF OTHER LICENSES REQUIRED BY LAW, NOR DOES IT CONFER THE RIGHT TO ERECT SIGNS ON THE PROPERTY. I FURTHER UNDERSTAND THAT THIS PERMIT CAN BE REVOKED AT ANY TIME IF I AM FOUND TO BE IN NONCOMPLIANCE OR IF IT IS PROVEN THAT ANY MISREPRESENTATION HAS BEEN MADE.

DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED

COMMENTS ON DISAPPROVAL OR SPECIAL CONDITIONS FOR APPROVAL OF ZONING PERMIT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATE OF OCCUPANCY & COMPLAINE

I THE UNDERSIGNED ZONING OFFICER FOR THE TOWN OF JONESVILLE CERTIFY THAT ON THE DAY AND DATE WRITTEN BELOW, I HAVE VIEWED THE WORK DESCRIBED HEREIN AND BY VIRTUE THEREOF, I DO HEREBY CERTIFY THAT THE STRUCTURE OR PROPOSED USE COMPLIES WITH THE RULES AND REGULATIONS PROMULGATED BY THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS OF THE TOWN OF JONESVILLE, VIRGINIA AS AMENDED TO THE DATE.

DATE: \_\_\_\_\_

ZONING OFFICER: \_\_\_\_\_