



Town of Appomattox
Department of Community & Economic Development
Post Office Box 705
Appomattox, VA 24522

Zoning Application
Permitted Use
\$75.00 application fee

Proposed Building & Property Drawing

Town of Appomattox requires that a drawing be submitted with each permit application.
Please use the space on back to provide the following information:

1. Shape & size of parcel of land on which building would be located. Draw lot boundaries, adjacent streets, rights-of-ways, etc.
2. Location of other structures or buildings existing on the parcel.
3. Location of proposed building with distance to the property lines, other structures on the parcel, rights-of-ways, etc.

Tax Map #: _____ Acreage: _____

Location (Actual Address) _____

Subdivision Name: _____ Lot #: _____

Identify proposed use of structure or land in general terms: _____

The drawing of the zoning setbacks is true to the best of my knowledge. I realize, as owner/applicant, that I am required to identify the property lines for determination of setback compliance.
I also realize if the setback requirements of the Town of Appomattox Zoning Ordinance are not met the permit will be null & void.

Date

Signature of Owner/Applicant

Printed Name of Applicant _____ Applicant Phone Number _____

To be completed by the Zoning Office:

Zoning District: _____

Zoning Permit Δ Approved Per § _____ Δ Disapproved Per § _____

Zoning Number: _____ Approved by: _____ Date: _____

Division of Planning

11/16/2007

**Town of Appomattox
Zoning
Administrative Fees**

1. Permitted Use	\$75.00
2. Conditional Uses, Zoning Amendments, Special Exceptions, Administrative Reviews and Variances, Rezoning	\$500.00
3. Site Plans	\$100.00
4. Erosion and Sediment Control	
A. Commercial	\$150.00
B. Residential	\$75.00
5. Plat Approvals	\$25.00

TOWN MANAGER:
R. TERRY MCGHEE

MUNICIPAL OFFICE
P.O. BOX 705
210 LINDEN STREET
APPOMATTOX, VA 24522
PHONE: (434) 352-8268
FAX: (434) 352-2126
www.townofappomattox.com

FACILITIES MANAGER
JEFF ELDER

PUBLIC WORKS DEPARTMENT
P.O. BOX 705
1799 CHURCH STREET
APPOMATTOX, VA 24522
PHONE: (434) 352-8393
FAX: (434) 352-5256
townshop@appomattoxva.gov

Town of Appomattox



MAYOR:
RICHARD C. CONNER

COUNCIL MEMBERS:
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CLERK OF COUNCIL
ROXANNE W. CASTO, MMC

Building Permit Checklist

- ☐ Ensure backflow device assembly has been installed on all new businesses.
- ☐ Backflow assembly must be tested, and the report shall be submitted to the Public Works Department before water is turned on. (Note: Water can briefly be turned on to test the device.)
- ☐ All business and residential yard irrigation systems shall have a backflow assembly.
- ☐ Whenever the Town has to make a water tap, the water meter shall be locked until the backflow is tested and all fees/payments have been received.
- ☐ Ensure grease traps are installed on all food processing businesses.
 - *Minimum interior grease trap: 100-pound capacity unit
 - *Minimum exterior grease trap: 1,000-gallon tank(Note: If the inside grease trap requires more than a 100-pound unit, refer to the Virginia Plumbing Code Manual to size it.)
- ☐ Water lines shall be plastic. (Note: The Town allows copper stubs on top of water heaters.)
- ☐ Tracing wire shall be installed on water and sewer lines, from the water meter to the building.
- ☐ Minimum slopes on all sewer lines shall be two percent of the grade. Anything under two percent shall be bedded in stone.
- ☐ Town of Appomattox shall verify setbacks on water and sewer lines before installation.
- ☐ Submit Utility Permit Application to the Public Works Department for approval.
- ☐ It is the responsibility of the Owner/Applicant to call in any Miss Utility requests.
- ☐ Consult VDOT for proper right of way and possible egress/ingress easements if needed.
- ☐ **Building plans and as built plans must be submitted to the Department of Public Works for review and approval. Any questions pertaining to this checklist, please contact the Public Works Department.**

I, the owner/applicant of the requested Building Permit Checklist, do acknowledge that all the information provided is true to the best of my knowledge.

Physical Location of Address

Date – Signature of Owner/Applicant

Date – Approved by Town Manager

Date – Approved by Facilities Manager