



**Town of Bedford, Virginia**  
**Department of Planning & Community Development**  
215 E. Main Street  
Bedford, VA 24523  
(540) 587-6021 • cjohnson@bedfordva.gov

*For staff use*

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_  
Fee: \_\_\_\_\_ 2 Site plan copies: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Owner's Authority Letter if applicable: \_\_\_\_\_

**ZONING USE PERMIT APPLICATION**

Residential Zoning Use Requests: New Residential/ Addition/ Accessory ☐ Home Occupation ☐  
Limited Keeping of Chickens ☐

Commercial Zoning Use Requests: Change of Use ☐ No Change of Use or Expansion (Certificate) ☐

New Use with a Structure:

Non-Residential up to 5,000 square feet ☐ Non-Residential 5,000 square feet and over ☐ (site plan)

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**APPLICANT INFORMATION** *Please print or type. If not applicable, write N/A.*

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**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**PROPERTY INFORMATION**

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**Location address:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

**Business Name (current or future or N/A):** \_\_\_\_\_

**Tax Map / RPC Number(s):** \_\_\_\_\_

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**APPLICATION INFORMATION**

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What specific permitted land use are you requesting from the Land Development Regulations / Zoning Ordinance? Only uses allowed in the Zoning Ordinance for the zoning district of the property may be requested. If a use is not included in your district, it is not permitted whether by right or with a conditional use permit. Staff can provide the list of uses.

\_\_\_\_\_

A Site Plan is required for all zoning permits by Section 1002.02. For residential requests, commercial structures under 5,000 square feet, change of use, or establishing a use without construction, a hand-drawn plan may be acceptable with reasonable information shown as required by the zoning administrator. Other requests must follow requirements of Section 1002.02 as shown in the attached checklist.

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## CERTIFICATION

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I hereby certify that this application is complete and accurate to the best of my knowledge, with all information disclosed that is relevant to the use requested. I authorize staff for the Town of Bedford to enter the property for purposes of reviewing this request. I have provided a site plan and the required application fee. I understand that I am responsible for all advertising fees associated with placing required legal notices in newspapers or other media.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### Staff Use Only:

Zoning Permit Type: Permitted use ☐ Conditional use ☐ Variance ☐

For Conditional Uses, action taken by Town Council (Approval/ Denial) \_\_\_\_\_

Were conditions placed on the Conditional Use? \_\_\_\_\_

For Variances, action taken by Board of Zoning Appeals (Approval/ Denial) \_\_\_\_\_

### Permit Approval or Refusal:

Ordinance Section 1002.02.c. If the proposed excavation, filling, construction, or movement set forth in said sketch or plan are in conformity with the provisions set forth herein, and other appropriate codes and regulations of the town then in effect, the zoning administrator shall sign and return one copy of the site plan to the applicant and shall issue a zoning permit.

Zoning permit approved (Signature of Zoning Administrator) \_\_\_\_\_

Zoning permit issuance date: \_\_\_\_\_

Ordinance Section 1002.02.d. If the application and site plan submitted described work which does not conform to the requirements set forth herein, the zoning administrator shall not issue a zoning permit, but shall return one copy of the site plan to the applicant along with a signed refusal in writing. Such refusal shall state the reasons for refusal and shall cite the portions of this ordinance or of other applicable laws or regulations with which the submitted site plan does not comply.

Zoning permit refused (Signature of Zoning Administrator) \_\_\_\_\_

Zoning permit refusal date: \_\_\_\_\_

Reasons for refusal: \_\_\_\_\_

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

### Related Approvals:

Building permit issuance date and number: \_\_\_\_\_

Business license issuance date (home occupation or commercial): \_\_\_\_\_



**Town of Bedford**  
**Department of Planning and Community Development**

**Site Plan Checklist – Land Development Regulation Section 1002.02:**

**1002.02. Application procedures for permitted uses.** Applications for a zoning permit shall be submitted to the zoning administrator according to the following provisions:

a. For all uses other than single-family or two-family dwellings, an application for a zoning permit for a permitted use shall be accompanied by two copies of a site plan meeting the requirements of this ordinance drawn at a scale of no more than one inch to 100 feet, with such reasonable information shown thereon as shall be required by the zoning administrator. The zoning administrator may waive the requirement that the plan be prepared by a surveyor or engineer based on the nature of the permitted use request. Such site plan shall include, but not be limited to, the following information:

- ☐ Name of the owner
- ☐ Name of the surveyor or engineer who prepared the plan
- ☐ Tax map and parcel number
- ☐ Present use of adjacent parcels
- ☐ Zoning district, with description of any variation
- ☐ Departing lot lines, minimum setback lines, yard and building separation requirements
- ☐ North point
- ☐ Scale of no more than one inch to 100 feet
- ☐ One datum reference for elevation
- ☐ Source of the topography
- ☐ Source of the survey
- ☐ Sheet number and total number of sheets
- ☐ Date of drawing
- ☐ Date and description of latest revision
- ☐ Vicinity map at a scale of one inch equals 2,000 feet, and boundary dimensions
- ☐ Existing topography for the entire site and a minimum of 200 feet outside of the site unless otherwise approved by the agent
  - Areas with up to 20 percent slope shall be shown with no larger than five foot contours;
  - Areas with slopes over 20 percent slope shall be shown with no larger than ten foot contours.
  - Proposed grading (shown with no larger than five foot contours) supplemented where necessary by spot elevations and indicating areas of the site where existing slopes are 25 percent or greater
- ☐ Location and dimensions of all existing and proposed improvements including:
  - buildings (maximum footprint and height) and other structures;
  - walkways;
  - fences;

- walls;
  - trash containers;
  - outdoor lighting;
  - parking lots and other paved areas, loading and service areas;
  - signs
- ☐ One hundred year floodplain limits as shown on the official Flood Insurance Maps for the Town of Bedford
  - ☐ Location of existing and proposed streets and street right-of-ways
  - ☐ Provision and schedule for noise abatement in accordance with the standard of VDOT
  - ☐ Ingress to and egress from the site
  - ☐ Utilities and utility easements
  - ☐ Water, sewer and drainage facilities, and other facilities and utilities on and adjacent to the site
  - ☐ Provision and schedule for the adequate control of natural and stormwater, indicating the location, size, type and grade of ditches, catchbasins, and pipes and connection to existing drainage systems, and provisions and schedule for the adequate control of erosion and sedimentation.
  - ☐ Any other information regarding abutting property as directly affects this application
  - ☐ Visual representations of proposed buildings, site improvements, or landscaping may be required to assist the zoning administrator or the commission and council in determining the effect of the request.
  - ☐ Fee