CHILHOWIE PLANNING COMMISSION

AGENDA

Tuesday, October 1, 2019
5:30 P.M.

1. Roll Call

2. Approval of Minutes of June 4, 2019 and June 17, 2019

3. Review of Communications

4. Any Other Commission Business

5. Adjournment
Virginia: At the regular meeting of the Chilhowie Planning Commission held Tuesday, June 4, 2019 at 5:30 p.m.

Present: Donna Blevins, Jim Paine and Lynn Pease.

Absent: Jim Bonham and Josh Lewis.

Also Present: John E.B. Clark, Jr., Town Manager/Zoning Administrator; Paul Cassell, Town Attorney; Randy Sturgill, Building Official and Felicia Eller, Secretary.

Approval of Minutes:
Upon motion of Jim Paine, second by Donna Blevins the Planning Commission approves the February 20, 2019 meeting minutes. The motion was approved with following recorded vote:

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Blevins</td>
<td></td>
<td></td>
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<tr>
<td>Josh Lewis</td>
<td></td>
<td>Jim Paine</td>
</tr>
<tr>
<td>Lynn Pease</td>
<td></td>
<td>Jim Bonham</td>
</tr>
</tbody>
</table>

Review of Communications:
The Planning Commission reviewed the Zoning Permits issued to Nancy Cook for 111 Pine Avenue, Jeannie Willis for Tiny Town Mobile Home Park, Scholle IPN Corporation for 50 Deer Valley Road, Wesley Miller for 443 Terrace Avenue, Hodgepodge on Main for 201 West Main Street and Jenna Ruffin for 457 Haynes Avenue.

Request from Brian Williams for 805 Old Stage Road:
Mr. Brian Williams requested to build an additional house on the lot of 805 Old Stage Road. There is an existing house standing that is being renovated and at one time a trailer set above the existing house but has since been removed. The square footage of the lot is 38,000 feet; setbacks can be met with an additional house built but the area requirements cannot be met as it is. The frontage is 42 feet short for multiple houses. It was discussed that if Mr. Williams retains the property and rents the houses the request would be considered to be grandfathered, if Mr. Williams constructs the additional house and sells the property as two lots the matter will be required to go before the Board of Zoning Appeals to request a 42 foot variance. The lot will also be required to be subdivided.

Additional information including a good drawing with the proposed frontage footage, existing side yardage, driveway easement, a good faith estimate of the size of the old footprint versus the size of the new footprint and if Mr. Williams intends to sell the property or rent it was requested.

Upon motion by Donna Blevins, second by Jim Paine the Planning Commission tables this matter until additional information is provided by Mr. Brian Williams. The motion was approved with following recorded vote:

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
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<td>Donna Blevins</td>
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</tr>
<tr>
<td>Lynn Pease</td>
<td></td>
<td>Jim Bonham</td>
</tr>
</tbody>
</table>

Aye
Any Other Commission Business:
A Home Occupation of photography was discussed at 413/415 East Chilhowie Street. The resident/business owner was advised that a ribbon cutting conducted by the Smyth County Chamber of Commerce would not be a good idea due to the fact it would change the character of the neighborhood which would violate the Zoning Ordinance for Home Occupation.

The Planning Commission scheduled quarterly Planning Commission meetings on the first Tuesday of the first month of each quarter at 5:30 p.m. beginning October 1, 2019.

Having no further business, upon motion by Donna Blevins, second by Jim Paine unanimously passed, the Commission adjourned the meeting at 6:49 p.m.

______________________________
Felicia Eller, Secretary
Virginia: At the regular meeting of the Chilhowie Planning Commission held Monday, June 17, 2019 at 5:30 p.m.

Present: Donna Blevins, Jim Bonham, Josh Lewis and Lynn Pease.

Absent: Jim Paine.

Also Present: John E.B. Clark, Jr., Town Manager/Zoning Administrator; Paul Cassell, Town Attorney; Randy Sturgill, Building Official and Felicia Eller, Secretary.

Request from Brian Williams, 805 Old Stage Road:
Mr. Williams proposed to build a stick house where two trailers once sat that have since been removed and remodel the existing house at 805 Old Stage Road. This would create two houses on one lot. The proposed houses meet the setback requirements as presented. Mr. Williams stated he does intend to sell the houses as one unit therefore no subdivision would be required. Both houses would be a single family dwelling and the footprint would remain the same by combining the size of both trailers within one area.

It was determined since there were three existing structures on 805 Old Stage Road prior to the Zoning Ordinance adoption in 1972 the proposal of two houses on the lot may be grandfathered and permissible to build a new structure and renovate the existing house which must be done in accordance with the modern Virginia State Code. The project must be complete within two years from the day of the removal of the dilapidated structures.

Motion by Donna Blevins, second by Josh Lewis the Planning Commission allows the Town Manager to authorize it as grandfathered as long as it complies with conditions of the Virginia State Code. The motion was approved with following recorded vote:

| Donna Blevins | Aye | Jim Bonham | Aye |
| Josh Lewis   | Aye | Jim Paine  | Absent |
| Lynn Pease  | Aye |

Any Other Commission Business:
The Planning Commission is required to meet each quarter therefore beginning October 1, 2019 a meeting schedule was set for the first Tuesday of the first month of each quarter at 5:30 p.m. in the Council Chambers at the Municipal Building.

Josh Lewis stated that he and his wife have purchased a house outside of Town Limits and plan to move this fall. Mr. Lewis will become ineligible to serve on the Planning Commission once they move into their new residence.

Having no further business, upon motion by Donna Blevins, second by Josh Lewis unanimously passed, the Commission adjourned the meeting at 6:33 p.m.

Felicia Eller, Secretary
TOWN OF CHILHOWIE VIRGINIA
325 East Lee Highway, PO Box 5012
Chilhowie, Virginia 24319
(276) 646-5110 * Fax (276) 646-3012

Zoning Permit

Section 1: Applicant and Owner Information (Complete for ALL Applications)

Project Applicant Information

Applicant Name: Chris Farmer
Business Name (If Applicable): N.A.
Physical Address: 216 Pendleton Ave
Mailing Address: P.O. Box 963
City: Chilhowie
State: VA
Zip Code: 24319
Phone: (276) 685-9945
e-mail: fcmcgill66@gmail.com

Property Owner Information

Owner Name: Chris Farmer
Physical Address: 216 Pendleton Ave
Mailing Address: P.O. Box 963
City: Chilhowie
State: VA
Zip Code: 24319
Phone: (276) 685-9945
e-mail: fcmcgill66@gmail.com

If the applicant is not the property owner, the signature of the property owner is required below.

Section 2: Zoning Activity (Complete for ALL Applications)

☐ New Construction    ☐ Addition/Renovation    ☐ Change of Use    ☐ Zoning Change
☐ Detached Garage    ☐ Accessory Building    ☐ Mobile Home    ☐ Zoning Variance
☐ Sign    ☐ Other Structure    ☐ Appeal to BZA    ☐ Special Use Permit
☐ Confirmation/Certification of Zoning Compliance (Zoning Code Article V, Section 5.2-4 (a), (b), or (c))

Section 3: Property/Structure Description (Complete Applicable Boxes)

Project Physical Address: 216 Pendleton Ave
Parcel Number: Chilhowie VA
Zoning District: A-C
Subdivision or Mobile Home Park Name (If Applicable): Subdivision or Mobile Home Lot Number (If Applicable):

Dimension/Square Footage of Main Building: 20' x 31'
Dimension/Square Footage of Accessory Structure (Garages, Signs, Tanks, etc.): 10'
Is this Structure in a Floodplain District? YES NO

Height of Structure/Stories: Basement: YES NO
Area of Lot (Square Feet): 620
Lot Frontage (Linear Feet):
Front Setback (Linear Feet): 30'
Rear Setback (Linear Feet): 70'
Right Side Setback (Linear Feet): 100'
Left Side Setback (Linear Feet):

Is Off Street Parking Provided Per Code? YES
What is the Total Estimated Cost of the Building/Improvements? $48,750.00

Describe the purpose for which the structure will be used: Carport

Section 4: Supporting Documentation Requirements (Provide as Separate Attachments)

☐ Plat    ☐ Site Plan*    ☐ Specification Sheet*
☐ Drawing*    ☐ Narrative    ☐ Engineering Drawing
☐ Floodplain Elevation Certificate    ☐ Floodway Hydraulic Analysis

*Please ensure all exhibits are drawn to approximate scale.

Information provided by the applicant/owner on this application, any site plans, plats, and/or related documents, verbal or written shall be assumed to be true and accurate. If information provided is inaccurate, incomplete or otherwise misrepresented, this approval will be considered null and void.

Signature of Applicant: Chris Farmer
Date: 8-1-2019

Signature of Property Owner (If different from the applicant): Chris Farmer
Date: 8-1-2019

I certify that all requirements of the Town of Chilhowie Zoning Ordinance have been met and a permit is hereby issued.

Town Manager: John E. Clark
Date: August 27, 2019
August 5, 2019

Request for Zoning Verification Letter

<table>
<thead>
<tr>
<th>Jurisdiction: City of Chilhowie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention To: Zoning and Planning</td>
</tr>
<tr>
<td>PLEASE CONFIRM RECEIPT OF REQUEST via email <a href="mailto:zoning@millmanland.com">zoning@millmanland.com</a></td>
</tr>
</tbody>
</table>

Please accept this as a formal request for a zoning verification letter.

<table>
<thead>
<tr>
<th>Project Reference #</th>
<th>MZ 17851</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address:</td>
<td>940 E Lee Hwy</td>
</tr>
<tr>
<td>City/State:</td>
<td>Chilhowie, VA</td>
</tr>
<tr>
<td>Current Use</td>
<td>Healthcare Center</td>
</tr>
</tbody>
</table>

Find enclosed a check in the amount of $X.XX for the requested information.

Please address the following questions on municipal letterhead.

- What is the current zoning of the property?
- What are the abutting zoning designations (North, East, South, West)?
- Was the property granted any variances, special exceptions, conditional use permits or zoning relief of any kind? If so, please attach copies of applicable documents.
- Are there any open zoning/building/fire code violations?
- If the property is part of a planned unit development (PUD), or required a pre-approved site plan, please include a copy of the site plan.
- Are copies of certificates of occupancy available? If so please attach. If not please state if the absence of a certificate of occupancy is a violation or not?
- Are there any plans for road construction that would result in condemnation or taking of the right-of-way from the subject property?

Please advise me at your earliest convenience of any required fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. I am on a strict timeline so your prompt attention to this matter is greatly appreciated. Upon completion, please forward the information to me via email and mail a hardcopy of the response to the addresses below. I truly appreciate your help with this matter and look forward to your reply. Please do not hesitate to contact me with any questions or concerns you may have. Thank you very much for your assistance!

Thank you,

Millman Planning & Zoning
30650 Pinetree Road - Suite 14 - Pepper Pike, Ohio 44124
Phone: 330-915-2443
Fax: 330-342-0834
Email: zoning@millmanland.com
To Whom It May Concern:

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification for the subject property is __________.

2. According to the zoning ordinances and regulations of this district, the use of the subject property is a:
   - [ ] Current Use __________
   - [ ] Permitted Use by Right
   - [ ] Permitted Use by Special/Specific Use Permit (see comments, or attached approval documentation)
   - [ ] Permitted Use by Conditional Use Permit (see comments, or attached approval documentation)
   - [ ] Legal Non-Conforming Use (use was existing prior to the adoption of the zoning ordinance/code)
   - [ ] Non-Permitted Use

3. Adjacent property zoning designation:
   - North: __________
   - South: __________
   - East: __________
   - West: __________

4. Conformance: Per current zoning ordinances and regulations applicable to the subject property, the current structure(s) is:
   - [ ] Legal Conforming (complies with, or is otherwise exempt from, applicable zoning regulations, including parking)
   - [ ] Legal Non-Conforming (does not meet the current zoning requirements due to amendments, re-zoning, variance granted or other changes. See comments)
   - [ ] Grandfathered (developed prior to the adoption of the zoning code/ordinance)
   - [ ] Non-Conforming (see comments)

Comment: __________________________
5. Information regarding variances, special permits/exceptions, ordinances, site plans or conditions:

☐ There do NOT appear to be any variances, special permits/exceptions, ordinances, site plans or conditions that apply to the Subject property.
☐ The following apply to the subject property: (See attached documentation)

☐ Variance
☐ Special Permit/Exception
☐ Ordinance
☐ Conditions
☐ Site Plans

Comment: 

5a. Are there any plans for road construction that would result in condemnation or taking of the right-of-way from the subject property?

☐ There do NOT appear to be any plans for road construction that would result in condemnation or taking of the right-of-way from the subject property.
☐ There does appear to be plans for road construction that would result in condemnation or taking of the right-of-way from the subject property.

Comments: 

6. Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:

☐ May be rebuilt in its current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable).
☐ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements.

7. Code Violations Information:

☐ There do NOT appear to be any outstanding/open zoning, building, or fire code violations that apply to the subject property.
☐ The following outstanding/open _____ zoning / _____ building/ _____ fire code violations apply to the subject property:

Comment: State Fire Marshall's office has current fire inspection reports.

8. Certificate of Occupancy, status:

☐ A valid Certificate of Occupancy has been issued for the subject property and is attached.
☐ A valid Certificate of Occupancy has been issued for the subject property (approximate issuance date_____); however, we are unable to locate a copy in our records. The absence of a Certificate of Occupancy will not give rise to any enforcement action affecting the property.
☐ Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The absence of a Certificate of Occupancy will not give rise to any enforcement action affecting the property. A Certificate of Occupancy will only be required for new construction.
☐ A Certificate of Occupancy is not required for the subject property.
☐ A new Owner _____ is / _____ is NOT required to obtain an updated Certificate of Occupancy prior to use.

Comment: Will have to be obtained from Smyth Co. The Town of Chilhowie Building Dept began in circa 2014. Valley Health Care was built and expanded in 60's/70's etc. If you need Smyth Co. 1st Aid Zone at 540-386-3098 would have this.
Further comments regarding the subject property:

This information was researched on August 6, 2019, by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon, or relates to the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

ZONING AUTHORITY:

By: [Signature]

Title: [Title]

Printed Name: [Printed Name]

Municipality: Town of Chillum, Md.

Department: Zoning/Building Inspection

Phone:

- Zoning: 301-464-3232
- Bldg. Inspection: 301-464-3232
- Planning: 301-464-3131
Dear John E.B. Clark, Jr.:

I am requesting a home occupation at 344 West Ave, Chilhowie, VA 24319. This business will be online assistance.

This is a single-family dwelling, with only family members residing. The premises is subordinate to its use. There shall be no change in the outside appearance of the home/premises nor home occupation shall be conducted in any part of the home. There will be no retail/wholesale sales occurring on the premises. And there will be no traffic generated.

Name of business: Mizz Boss Lady: Virtual Assistance and Admin Services

Jaima Mobley
344 West Ave
Chilhowie, VA 24319

X Jaima Mobley 8/14/19

Jaima Mobley
Ms. Mobley,

Everything appears to be in order for you to operate a home occupation at the named address based on the parameters in your letter. Additionally, you will need to come by and fill out a business license here at the Town Hall.

Thank you.

John

John E. B. Clark, Jr.
Town Manager
2013 Life Member Virginia Local Government Management Association
Town of Chilhowie
P O Box 5012
325 East Lee Highway
Chilhowie VA 24319
276.646.3232
276.646.3012 fax

From: Jaima Mobley [mailto:jaimamobiley@hotmail.com]
Sent: Wednesday, August 14, 2019 5:17 PM
To: John Clark
Subject: RE: home Occupation

Let me know if this okay or if you need anything else from me.

Thank you,

Jaima Mobley

From: John Clark <chilhowie.townmgr@chilhowie.org>
Sent: Wednesday, August 14, 2019 3:55:19 PM
To: 'Jaima Mobley' <jaimamobiley@hotmail.com>
Subject: home Occupation

Ms. Mobley:
Add in letter “I am requesting a home occupation at 344 West Avenue”. Then state it will be on line assistance and add what you included below. Sign and send it to me or scan.

Thank you,

John

John E. B. Clark, Jr.
Town Manager
2013 Life Member Virginia Local Government Management Association
Town of Chilhowie
P O Box 5012
325 East Lee Highway
Chilhowie VA 24319
276.646.3232
276.646.3012 fax

From: Jaima Mobley [mailto:jaimamobley@hotmail.com]
Sent: Wednesday, August 14, 2019 3:13 PM
To: Chilhowie.townmgr@chilhowie.org
Subject: Business License
Importance: High

Jaima Mobley
344 West Ave
Chilhowie, VA 24319

Name of business: Mizz Boss Lady: Virtual Assistant and Admin Services

This is a single-family dwelling, with only family members residing. The premises is subordinate to its use. There shall be no change in the outside appearance of the home/premises nor home occupation shall be conducted in any part of the home. There will be no retail/wholesale sales occurring on the premises. And there will be no traffic generated.

Thank you,

Jaima Mobley
August 15, 2019

RE: Comments Relating to Zoning Application For Brian Williams, 691 Fox Valley Road, Marion, Va for House on Sanders Avenue, Lots 7 and 8

I signed the zoning application for Mr. Williams for a house this date on Sanders Avenue. Mr. Williams owns four lots 7, 8, 9, 10 in the section entitled Sanders Addition 53D3-7 on the Smyth County WEBGIS. Mr. Williams is building on lots 7 and 8 and states in application these two lots contains 15,000 (14,592) square feet. He stated to me today that the remaining lots 9 and 10 contain another 14,000 square feet.

I would think it advisable in the future if another house is built on 9 and 10 that a survey be done combing 7 and 8, and 9 and 10 into two lots for easier reference.

John E. B. Clark, Jr.
Town Manager
TOWN OF CHILHOWIE VIRGINIA  
325 East Lee Highway, PO Box 5012  
Chilhowie, Virginia 24319  
(276) 646-5110  Fax (276) 646-3012

Zoning Permit

Section 1: Applicant and Owner Information (Complete for ALL Applications)

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<thead>
<tr>
<th>Project Applicant Information</th>
<th>Property Owner Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name: Brian Williams</td>
<td>Owner Name:</td>
</tr>
<tr>
<td>Business Name (If Applicable):</td>
<td>Physical Address:</td>
</tr>
<tr>
<td></td>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Physical Address: 691 Fox Valley Rd</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Zip Code: 24354</td>
</tr>
<tr>
<td>City: Marion</td>
<td>Mailing Address:</td>
</tr>
<tr>
<td>State: VA</td>
<td>Phone:</td>
</tr>
<tr>
<td>e-mail: williamsbuilderslive.com</td>
<td>Phone: 276-685-3015</td>
</tr>
</tbody>
</table>

If the applicant is not the property owner, the signature of the property owner is required below.

Section 2: Zoning Activity (Complete for ALL Applications)

- [ ] New Construction
- [ ] Addition/Renovation
- [ ] Change of Use
- [ ] Zoning Change
- [ ] Detached Garage
- [ ] Accessory Building
- [ ] Mobile Home
- [ ] Zoning Variance
- [ ] Zoning Change
- [ ] Sign
- [ ] Other Structure
- [ ] Appeal to BZA
- [ ] Special Use Permit
- [ ] Certification/Certification of Zoning Compliance (Zoning Code Article V, Section 5.2-4 (a), (b), or (c))

Section 3: Property/Structure Description (Complete Applicable Boxes)

<table>
<thead>
<tr>
<th>Project Physical Address: N Sanders Ave</th>
<th>Parcel Number: 5303-7-7+8</th>
<th>Zoning District: □ A-C □ R-2 □ B-2 □ BN-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivision or Mobile Home Park Name (If Applicable):</td>
<td>Subdivision or Mobile Home Lot Number (If Applicable):</td>
<td></td>
</tr>
<tr>
<td>Dimension/Square Footage of Main Building: 36'x39' 1130 sq ft</td>
<td>Dimension/Square Footage of Accessory Structure (Garages, Signs, Tanks, etc.):</td>
<td></td>
</tr>
<tr>
<td>Height of Structure/Stories: 22' 1</td>
<td>Basement: □ YES □ NO</td>
<td></td>
</tr>
<tr>
<td>Front Setback (Linear Feet): 44'</td>
<td>Rear Setback (Linear Feet): 70</td>
<td></td>
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<tr>
<td>Lot Frontage (Linear Feet): 15,000</td>
<td>Right Side Setback (Linear Feet): 20'</td>
<td></td>
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<tr>
<td>Lot Depth (Linear Feet): 96'</td>
<td>Left Side Setback (Linear Feet): 40'</td>
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</tbody>
</table>

Is Off Street Parking Provided Per Code?

Describe the purpose for which the structure will be used:

Primary Residence

Section 4: Supporting Documentation Requirements (Provide as Separate Attachments)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Requirement</th>
<th>Document Type</th>
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</tr>
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<tbody>
<tr>
<td>Plat</td>
<td>□ Site Plan*</td>
<td>□ Specification Sheet*</td>
<td>□ Engineering Drawing</td>
</tr>
<tr>
<td>Drawing</td>
<td>□ Narrative</td>
<td>□ Floodplain Elevation</td>
<td>□ Floodway Hydraulic Analysis</td>
</tr>
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*Please ensure all exhibits are drawn to approximate scale.

Information provided by the applicant/owner on this application, any site plans, plats, and/or related documents, verbal or written shall be assumed to be true and accurate. If information provided is inaccurate, incomplete or otherwise misrepresented, this approval will be considered null and void.

Signature of Applicant: [Signature] Date: 8-12-19

Signature of Property Owner (If different from the applicant): [Signature] Date: [Date]

Treasurer's Office Use

I certify that all requirements of the Town of Chilhowie Zoning Ordinance have been met and a permit is hereby issued.

Town Manager: [Signature] Date: 8-15-19

[Comments]
TOWN OF CHILOWIE VIRGINIA
323 East Lee Highway, PO Box 5012
Chilhowie, Virginia 24319
(276) 646-5110 * Fax (276) 646-3012

Zoning Permit

Section 1: Applicant and Owner Information (Complete for ALL Applications)

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<tbody>
<tr>
<td>Applicant Name:</td>
<td>Owner Name:</td>
</tr>
<tr>
<td>Mark Halsey</td>
<td>Smyth Co School Bd</td>
</tr>
<tr>
<td>Business Name (If Applicable):</td>
<td>Physical Address:</td>
</tr>
<tr>
<td>Chilhowie High School</td>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City:</td>
</tr>
<tr>
<td>1160 East Lee Hwy</td>
<td>Marion</td>
</tr>
<tr>
<td>State: VA</td>
<td>Zip Code: 24354</td>
</tr>
<tr>
<td>Phone: 276-763-3791</td>
<td>e-mail:</td>
</tr>
<tr>
<td></td>
<td>276-646-8966</td>
</tr>
</tbody>
</table>

If the applicant is not the property owner, the signature of the property owner is required below.

Section 2: Zoning Activity (Complete for ALL Applications)

☐ New Construction  ☐ Addition/Renovation  ☐ Change of Use  ☐ Zoning Change
☐ Detached Garage   ☐ Accessory Building  ☐ Mobile Home  ☐ Zoning Variance
☐ Sign             ☐ Other Structure    ☐ Appeal to BZA  ☐ Special Use Permit

☐ Confirmation/Certification of Zoning Compliance (Zoning Code Article V, Section 5.2-4 (a), (b), or (c))

Section 3: Property/Structure Description (Complete Applicable Boxes)

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<th>Parcel Number:</th>
<th>Zoning District:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1160 East Lee Hwy</td>
<td></td>
<td>☐ A-C  ☐ R-2  ☐ B-2  ☐ BN-1</td>
</tr>
<tr>
<td>Subdivision or Mobile Home Park Name (If Applicable):</td>
<td>Subdivision or Mobile Home Lot Number (If Applicable):</td>
<td></td>
</tr>
</tbody>
</table>

| Dimension/Square Footage of Main Building: | Dimension/Square Footage of Accessory Structure (Garages, Signs, Tins, etc.): | Is This Structure in a Floodplain District?
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>☐ YES  ☐ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Height of Structure/Stories:</th>
<th>Basement:</th>
<th>Area of Lot (Square Feet):</th>
<th>Lot Frontage (Linear Feet):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ YES  ☐ NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Setback (Linear Feet):</td>
<td>Rear Setback (Linear Feet):</td>
<td>Right Side Setback (Linear Feet):</td>
<td>Left Side Setback (Linear Feet):</td>
</tr>
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</tr>
</tbody>
</table>

Is Off Street Parking Provided Per Code?

What is the Total Estimated Cost of the Building/Improvements?

Describe the purpose for which the structure will be used: Replacing existing structure

Section 4: Supporting Documentation Requirements (Provide as Separate Attachments)

☐ Plat  ☐ Site Plan*  ☐ Specification Sheet*  ☐ Engineering Drawing
☐ Drawing*  ☐ Narrative  ☐ Floodplain Elevation Certificate  ☐ Floodway Hydraulic Analysis

*Please ensure all exhibits are drawn to approximate scale.

Information provided by the applicant/owner on this application, any site plans, plats, and/or related documents, verbal or written shall be assumed to be true and accurate. If information provided is inaccurate, incomplete or otherwise misrepresented, this approval will be considered null and void.

[Signature]  8-15-19  [Signature of Property Owner]  [Date]

I certify that all requirements of the Town of Chilhowie Zoning Ordinance have been met and a permit is hereby issued.

[Signature]  5/15/19  [Town Manager]  [Date]
PLAT
SHOWING A DIVISION OF THE
WILLIAM EUGENE MARTIN III
PROPERTY
BEING A DIVISION OF LOTS 4, 5 AND 6
OF SANDERS TERRACE
REFERENCED IN WB 59 PG 500
PB 3 PG 168
LOCATED IN THE TOWN OF CHILHOWIE, VIRGINIA
SEPT 12, 2019

ROBBINS LAND SURVEYING
487 STILHOUSE ROAD
SALTVILLE VIRGINIA
276-762-8177

NO TITLE REPORT FURNISHED
SUBJECT TO ANY EXISTING EASEMENTS OR RIGHT OF WAYS ON RECORD
I CERTIFY THAT THIS PLAT REPRESENTS AN ACTUAL ON THE GROUND SURVEY AND
NO EASEMENTS OR ENCROACHMENTS ARE VISIBLE
ON THE GROUND OTHER THAN SHOWN THEREON.
I HEREBY CERTIFY THAT THIS SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT
AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA
STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, AND CERTIFIED LANDSCAPE ARCHITECTS.

DRAWN BY B. ROBBINS LS