

County of Middlesex, Virginia

Department of Planning and Community Development

TOURIST HOMES Zoning Permit Application

OFFICE USE ONLY

Date: _____

Parcel Number: _____

Zoning Permit #: _____

Magisterial District: _____

Fee: **\$75.00**

Approval

Denial

Septic Permit #: _____

CBPA: _____

Zoning Administrator _____

Zoning District: _____

See Comments if Checked

Date Complete Application Submitted: _____

Any person aggrieved by this notice may have the right of appeal. Any appeal shall be filed within thirty (30) days and be in accordance with Section 15.2-2311 of the Code of Virginia. This decision shall be final and unappealable if not appealed within thirty (30) days.

TO BE COMPLETED BY APPLICANT:

Parcel Size: _____ Current Use: _____

Project Description / Proposed Use: _____

E911 Address / Directions to Site: _____

Property Owner: _____

Mailing Address: _____ Email: _____

City, State, Zip: _____ Daytime Phone #: _____

Zoning

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that construction and use will conform to the Middlesex County Zoning Ordinance, Subdivision Ordinance or any other applicable laws of Middlesex County. I understand approval of this permit is contingent upon approvals of necessary Federal and State agencies.

Proposed Construction Meets Minimum V.D.H. Setback Requirements for Separation from Well and Septic Systems

Signature

Date

Date Permit Issued

Fees Paid: \$ _____ Check #: _____ Cash

Comments: _____

Conditions:

VMRC #: _____

CBPA Exc. #: _____

Variance #: _____

Site Plan #: _____

Other #: _____

Property Owner: Mail Call When Ready

Contractor: Mail Call When Ready

David W. Kretz, L.S.
Director



P. O. Box 428
Saluda, Virginia 23149

County of Middlesex
Office of Planning and Zoning
Tourist Home Application

Dear Applicant:

Included below are conditions specified in article 15, Section 15-29 that are associated with permitting and operating a Tourist home in Middlesex County. Please fill out the included Zoning Permit application along with any attachments that address the specified requirements below. This office will mail Adjoining Property Owners notice of this application that allows them to respond to the requirements of 15-29.3. A sample of that letter is included with this packet.

1. A Zoning Permit, along with a site sketch that addresses requirements specified below, shall be applied for and obtained prior to commencement of the use. At such time of application, the applicant/property owner shall provide complete contact information of the party responsible for management of the use. If the management entity has changed or the use has discontinued, the Middlesex County Department of Planning shall be notified immediately.
2. Adequate off street parking shall be provided and demonstrated with application of the zoning permit and site sketch. One parking space for each sleeping room shall be provided and shall not be located in a required front yard except within an existing driveway. On street parking shall not be utilized to meet the requirements of this section.
3. Screening requirements shall be subject to the provisions of Section 15-15 of this Ordinance and shall apply to all zoning districts. This requirement may be reduced or waived if agreed to, in writing, by the owner of the adjoining property or if in the opinion of and at the discretion of the Director of Planning the screening is detrimental to adjoining property, the requirement may be waived or modified to accommodate site conditions.
4. The use shall not generate any additional noise, light or traffic than would usually be present or associated with adjoining properties or other properties in the zoning district

David W. Kretz, L.S.
Director



P. O. Box 428
Saluda, Virginia 23149

Sample APO Letter

County of Middlesex
Office of Planning and Zoning

Date

Dear Property Owner:

The Middlesex County Planning Department has received an application for a Zoning Permit to operate a Tourist Home on property located at _____, Tax Map # _____. You have been identified as an adjoining property owner. The application requests approval to operate a Tourist Home within an existing dwelling or structure located on that parcel. This use is permitted by right per Article ____, Section ____ subject to conditions contained in Article 15, Section 15-29.

Per Article 15, Section 15-29.3 which states: “*Screening requirements shall be subject to the provisions of Section 15-15 of this Ordinance and shall apply to all zoning districts. This requirement may be reduced or waived if agreed to, in writing, by the owner of the adjoining property or if in the opinion of and at the discretion of the Director of Planning the screening is detrimental to adjoining property, the requirement may be waived or modified to accommodate site conditions.*” Screening as referred to herein shall mean a solid decorative wooden fence at least six (6) feet in height approved by the Zoning Administrator.

Pursuant to this code section, the adjoining property owner is given the opportunity to reduce or waive these requirements specified above in Article 15-29-3. If you agree to eliminate the screening requirements, a zoning permit may be issued eliminating or reducing screening. Should you not respond or decline to waive this right, Planning Staff will visit the site and require appropriate screening or elimination of screening as it relates to the Zoning Ordinance and the site conditions.

- I agree to waive this requirement.
- I do not agree to waive this requirement.

Please forward these comments to:

Middlesex County Department of Planning
P.O. Box 428
Saluda, Va. 23149

Or <mailto:d.kretz@co.middlesex.va.us> or <mailto:j.collier@co.middlesex.va.us>

The application is available for public inspection at the Department of Planning and Community Development, Woodward Building, 2nd floor, Middlesex County Courthouse Complex, 877 General Puller Highway, Saluda, Virginia 23149 during normal business hours. Should you have any questions or desire additional information concerning the application you may contact this office at (804) 758-3382.

Sincerely,

David W. Kretz, L.S.
Director of Planning and Zoning