



TOWN OF OCCOQUAN

314 Mill Street, PO Box 195
 Occoquan, Virginia 22125
 (703) 491-1918

www.occoquanva.gov | info@occoquanva.gov

ZONING REVIEW APPLICATION

Permit No. TZP

Fee Amount: Admin Fee + Contractor Review Charges (see Fee Schedule)

Zoning review and approval by the Town of Occoquan is required prior to issuance of building permits by Prince William County. Zoning reviews are also required prior to issuance of new business BPOs. This form is also used to request Nonconforming Use/Structure Permits and Zoning Modifications.

Please complete the applicable sections below and submit all supporting documentation electronically to Town Hall in person or by email to townclerk@occoquanva.gov. Please be sure to mark the relevant zoning activity. All fees are due upon submission.

SECTION 1: Applicant/Contractor and Owner Information				<input type="checkbox"/> Applicant same as Owner
Applicant/Contractor Name:		Phone:		
Applicant/Contractor Mailing Address:		E-mail:		
Owner Name:		Phone:		
Owner Mailing Address:		E-mail:		
SECTION 2: Zoning Activity / Site Information				
<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Nonconforming Use	<input type="checkbox"/> Addition	
<input type="checkbox"/> New Tenant/Business	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Modification Request	<input type="checkbox"/> Other:	
Site Address:		GPIN:		
Zoning District:	Historic District: <input type="checkbox"/> Yes <input type="checkbox"/> No		REZ/SUP #:	
Land Disturbance (SF):	Cost of Improvement:		Supporting Documents: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current/Previous Use of Property:		Type: (Sketch, Plat, Parking Tabulation, Reason for Modification Request, Historical Documentation of Nonconforming Use/Structure, etc.)		
Proposed Use of Property:				
Additional Comments/Description:				
SECTION 3: Authorized Signatures				
Please review the "Notice to Applicant/Property Owner" on the second page of this application. By signing below, you acknowledge receipt of the Notice and that all information provided on this application is accurate and complete.				
Applicant/Property Owner Signature:				
Authorized Name (Please Print)		Authorized Signature		Date

FOR TOWN USE ONLY			
Amount Collected:	Check/Receipt No.:	Submission Date:	
Zoning Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
RPA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Site Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	SUP Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	COA Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Issue Date:	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Zoning Administrator Signature		
Legal Approval Date:	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Town Attorney Signature (if applicable)		
Comments/ Conditions:			

NOTICES TO APPLICANT AND PROPERTY OWNER
<p>Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. In some cases, such covenants may be more restrictive than the Occoquan Town Code, and the issuance of permits will not relieve you of complying with any applicable private restrictions. We recommend that you contact your Home/Property/Business Owners Association to determine the existence and applicability of any such covenants.</p> <p>Additionally, it is the responsibility of the applicant/owner to obtain permission from applicable easement holders before placing any structure within an established easement. Please note that any changes to the exterior of buildings and/or properties located within the Historic District require approval by the Architectural Review Board prior to work beginning. The ARB meets on the fourth Tuesday of each month; applications are due to Town Hall by noon on the Tuesday the week before a scheduled meeting. It is the responsibility of the applicant/owner to apply for ARB approval through Town Hall PRIOR to installing any exterior modifications as requested in this zoning request.</p> <p>INFORMATION PROVIDED BY THE APPLICANT/OWNER ON BUSINESS LICENSE APPLICATIONS, SITE PLANS, PLATS, RELATED DOCUMENTS, VERBALLY OR WRITTEN SHALL BE ASSUMED TO BE TRUE AND ACCURATE (I.E., PROPOSED/EXISTING USES AND STRUCTURES, SETBACKS, EASEMENTS, ETC.) IF INFORMATION PROVIDED IS INACCURATE, INCOMPLETE OR OTHERWISE MISREPRESENTED, THIS APPROVAL WILL BE CONSIDERED NULL AND VOID.</p>