



Zoning Clearance Application Business License

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

Notes: 1. The Zoning Clearance is to approve the use of the business 2. You must provide a current ID or proof of residency			
1. Applicant Information			
Business Address:		<input type="text"/>	
Business Name (LLC, Sole Proprietor, Inc.)			
Applicant Name:		<input type="text"/>	
Mailing Address:		City/State/Zip:	<input type="text"/>
Telephone Number:			
Type of Business:			
Applicant Signature/Date _____			
Property Owner Signature/Date _____			
Describe proposed business use in detail. If more space is needed please attach additional sheets.			

Commercial Use Only

How many striped parking spaces are currently at the location? _____

What is the square footage of the proposed space you will be occupying? _____

Will there be entertainment or use of platforms or stages in the building? _____

THE FOLLOWING MUST BE SUBMITTED IN ORDER TO OBTAIN A ZONING CLEARANCE FOR A BUSINESS LOCATED IN A COMMERCIAL BUILDING:

SUBMIT A ZONING CLEARANCE APPLICATION

- ✓ Provide the name, address, and phone number of the person completing the application
- ✓ Explain all of your uses in detail for the property on the application
- ✓ The application must be signed and dated by applicant and property owner
- ✓ If there are existing business located on the same lot please provide the types of businesses at location

PROVIDE A FLOOR PLAN OF THE PROPOSED BUILDING

- ✓ Provide a drawing of the dimension of the building you will be occupying including details of office space, bathrooms, entrances, exits, etc.)
- ✓ Floor plans are required prior to the issuance of a Certificate of Occupancy

PROVIDE A FULL SCALE SITE PLAN OF PARKING SPACES ON THE LOT

- ✓ All businesses are required to provide parking for the different uses located on the lot
- ✓ In order to make the determination a full scaled site plan of parking must be submitted
- ✓ All parking spaces required for a permitted use must be striped on the property prior to the issuance of the zoning clearance

Note: Some businesses may be required to provide landscaping & buffering depending on the use. This does not exclude any other zoning/development standards that may be related to the property.

OFFICE USE ONLY

Zoning District _____ Permitted Use _____ Use Permit Required _____

Parking Required for Use _____ Parking Requirement Met _____

Zoning Clearance Issued By _____ Date _____ Denied _____

Case Number _____ Parcel Number _____

Building Official Signature/Date _____