



**Zoning Review Form**  
**Planning & Zoning Office**  
**Town of Wytheville**  
**150 East Monroe Street**  
**P.O. Box 533**  
**Town of Wytheville**  
**276-223-3361**  
[jwoods@wytheville.org](mailto:jwoods@wytheville.org)

<b>Applicant:</b>	<b>Property Owner:</b>
<b>Email:</b>	<b>Tax Map Number:</b>
<b>Phone:</b>	<b>Site Address:</b>
<b>What are you building?</b>	<b>Is this a change in use for structure or site?</b>
<b>Lot Size:</b>	<b>Lot Frontage:</b>
<b>Proposed height of structure:</b>	<b>Proposed Sq. Footage:</b>
<b>Zone District:</b>	<b>Overlay Zone District Apply?</b>

**This portion of the application applies to the property boundaries of the site. Only those individuals qualified and knowledgeable about the property boundaries should complete this section. The applicant assumes their own liability for falsifying a site plan or improperly placing structures.**

<b>Indicate the appropriate response with an X.</b>	<b>YES</b>	<b>NO</b>
Is your knowledge of the property boundaries based on a legal survey of the property? We recommend that a licensed surveyor mark the site with boundary markers for accuracy of site boundaries. Please attach a copy of the survey to this application.	<input type="checkbox"/>	<input type="checkbox"/>
Is your knowledge of the property boundaries based on historical accounts or personal history? Without a legal survey to identify your property boundaries, you proceed at your own risk. We recommend a survey with boundaries marked to determine legal boundaries of the site.	<input type="checkbox"/>	<input type="checkbox"/>
Is your knowledge of the property boundaries based on the GIS or aerial imagery? Please note: The GIS is not a legal depiction of property lines and is often inaccurate. The use of the GIS or other aerial imagery is at your own risk. We recommend a survey with boundaries marked to determine legal boundaries of the site.	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the land deed record associated with this property is required for a zoning site plan application. Have you attached the deed to this application, and do you agree that the deed describes the property?	<input type="checkbox"/>	<input type="checkbox"/>
A zoning site plan is required that accurately reflects the property boundaries. Have you attached a zoning site plan that clearly indicates the property lines and any road right of way boundary lines?	<input type="checkbox"/>	<input type="checkbox"/>

<b>REQUIRED ATTACHMENTS TO INCLUDE WITH FORM</b>	<b>If the zoning review is for a change in use, you may be exempt from this requirement. Major site plans for commercial and industrial uses shall be submitted by a licensed professional.</b>
<b>Zoning Site Plan</b>	<p>Attach a site plan to this application. To create a site plan, you can copy a survey of the property or print aerial imagery from the Town GIS or Google Earth, or you may use a blank sheet of paper.</p> <p>If needed, draw property boundary lines, with existing buildings and site elements shown on the drawing.</p> <p>Draw proposed structure or addition, on the site plan, show the linear setback distance in feet to all adjacent lot lines and to any road right of way lines.</p>
<b>Land Deed of Parcel</b>	Attach the land deed record to this application. If you do not have the deed, you can find and print a copy of the deed record by visiting the Wythe County Clerk of Court at the Wythe County Courthouse.

**Process:** Submit the zoning review form, the zoning site plan, and the deed of the subject parcel as one packet to the attention of the Zoning Administrator at the contact shown in the header. If the zoning review is approved, the Zoning Administrator will return the form, with signed approval back to you at the contact that you provide. After the zoning approval is issued, you can then apply for a building permit at the Building Department. There is no fee for the zoning review form process.

**Zoning Site Inspection:** It is the responsibility of the applicant to request the zoning site inspection by using the contact information at the top of the form. Prior to requesting a zoning site inspection, the property boundaries shall be marked on all boundary sides with orange or pink tape. The site plan shall match what is marked on site. The foundation or footer of a primary structure and/or the accessory structure shall be in place at the time that the zoning site inspection is requested. The Zoning Administrator and/or the designee will visit the site to ensure that the structure and/or site is in accordance with the Town of Wytheville Zoning Ordinance.

**Please sign if you agree:** *By signing this application, I grant permission to the Zoning Administrator, Building Official or their authorized designee to perform reviews and site inspections at the referenced site. I, as owner or authorized agent for the property referenced on this application, understand that the zoning review is reliant on the information provided and I certify that the site plan and application is correct and as such shall be deemed a condition in the exercise of the review and permitting process. I agree to conform to the regulations of the Town of Wytheville Zoning Ordinance, and any proposed deviations from this application as presented, shall require the express written consent approval of the Zoning Administrator or their designee.*

Signed by \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

<b>STAFF USE ONLY:</b>	
<b>Zoning Review Approved By:</b> _____	<b>Date:</b> _____
<b>Zoning Site Inspection By:</b> _____	<b>Date:</b> _____
<b>Staff Comments:</b> _____	