



UNDERSTANDING THE PROPOSED ZONING ORDINANCE UPDATE:

ADMINISTRATIVE APPROVALS

- ★ The Zoning Ordinance Update proposes to change approval requirements for site plans and building permits, and to create a new zoning permit.

THREE REVIEW TRACKS

- ★ Every regulated activity needs a zoning permit. Project scope decides how it is reviewed and closed out.

1. SITE PLAN

- Zoning permit is built into site plan approval
- Design & Construction Standards Manual (DCSM) + Subdivision Ordinance apply
- Frontage improvements and public infrastructure may be required (sidewalk, curb and gutter, entrance upgrades, etc.)
- Building permits follow approved plan

CLOSES OUT WITH
CERTIFICANT OF OCCUPANCY

2. BUILDING PERMIT

- Zoning review runs alongside the building permit - no double filing
- Building code scoping governs
- No frontage improvements or public infrastructure beyond proposed work

CLOSES OUT WITH
CERTIFICANT OF OCCUPANCY

3. ZONING PERMIT

- Zoning permit issued on a zoning plan
- Examples: small shed, parking lot restripe, fence

CLOSES OUT WITH
CERTIFICANT OF ZONING COMPLIANCE

SITE PLAN EXEMPTIONS

- ★ Any activity that needs a zoning permit also needs a site plan, unless it is exempt.

EXEMPTIONS:

SINGLE-FAMILY DETACHED, DUPLEX

New or expanded single-family and duplex dwellings

RESIDENTIAL ACCESSORY

Accessory buildings for single-family, duplex and townhouse dwellings

INTERIOR RENOVATIONS

No change in gross floor area

CHANGE OF USE

No new parking spaces and no change in gross floor area

SMALL ADDITIONS

Up to the lesser of 10% of existing gross floor area or 2,500 square feet

PARKING LOT CHANGES

Expansion or alteration with no new access point to a public street

PLANS AND LOCATIONS DATA

BEFORE THE PERMIT PLANS

- Shows lot lines, buildings and structures, distances to lot lines, easements and floodplain boundaries
- Based on a certified survey or recorded plat
- Certified by a licensed surveyor or engineer only if locations can't be reliably determined

BEFORE OCCUPANCY FOUNDATION LOCATION SURVEY

- Verifies that newly constructed building or foundation meets setback requirements.
- Required before a certificate of occupancy for a new building or structure, or a change to a building's footprint

HAND SKETCH

Residential additions and accessory structures; written dimensions required

SCALED DRAWING

Everything else

EXEMPT

- Residential additions and accessory structures
- Projects with an acceptable as-built survey already submitted

WANT TO LEARN MORE ABOUT ADMINISTRATIVE APPROVALS?

- ★ This guide is meant to give a **simple introduction** to administrative approvals for site plans, building permits, and zoning permits and what's being proposed in the Zoning Ordinance Update.
- ★ Check out the Draft Zoning Ordinance (Article H) for information on administrative approvals.

STAY CONNECTED TO THE ZONING ORDINANCE UPDATE PROJECT

- ★ Visit our project webpage:
 - HarrisonburgVA.gov/Zoning-Ordinance-Update
- ★ Subscribe to receive updates about the Zoning Ordinance Update Project:
 - HarrisonburgVA.gov/Notify-Harrisonburg