

APPLICATION PACKET

# NEW BUSINESS NEW CONSTRUCTION

TOWN OF SURRY, VIRGINIA

P.O. Box 314  
Surry, VA 23883

757-294-3021

[www.SurryVa.town](http://www.SurryVa.town)

# Permit Application

Town of Surry

Date \_\_\_\_\_

- Zone Permit
- Residential Building Permit
- New Business Permit
- Business Building Permit

Application Fee _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____
Planning Commission Chair _____	Date _____		
Mayor _____	Date _____		

**Town permit must be issued before starting construction. permit is valid for one (1) year.**

- New Construction       Remodeling       New Addition

<b>Owner Contact Information</b>
Name of Owner _____
Address _____
Email _____
Phone _____

<b>Business Information</b>
Name Business _____
Address _____
Nature of Business _____
_____
Hours of Operation _____
_____

Change of Zoning Requested     YES     NO

Zoning District \_\_\_\_\_    Lot Size \_\_\_\_\_

Width \_\_\_\_\_    Depth \_\_\_\_\_

<b>Before starting construction, applicant MUST contact Surry County Building Inspector to confirm if a building permit is required.</b>	
<b>Surry County Planning Department 757-294-5210</b>	
Building Permit Required <input type="checkbox"/> YES <input type="checkbox"/> NO	Signature _____

Nature of Construction \_\_\_\_\_

Contractor/Builder \_\_\_\_\_    State Contractor License Number \_\_\_\_\_

Phone \_\_\_\_\_    Address \_\_\_\_\_

Estimated Date of Completion \_\_\_\_\_    Estimated Cost \_\_\_\_\_

- All applicable items on the Town of Surry Application Checklist must be provided with the application.
- The contractor(s) must have an applicable Town of Surry business license.
- All fees must be paid at the time the Town of Surry Permit is issued.
- For new construction: Three (3) copies of scale building drawings with building dimensions and elevations must be submitted.
- A Chesapeake Bay Preservation ordinance worksheet must be submitted for all new construction.

I, hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that the construction will conform with the regulations in the building code, zoning ordinance, and private building restrictions, if any, which may be imposed by deed.

Signature of Owner/Authorized Agent \_\_\_\_\_    Date \_\_\_\_\_

**The Planning Commission and the Town Council reserve the right to refuse to consider and/or deny any application that is not compatible with the surrounding area and is not in the best interest of the health, safety, and welfare of the citizens of the Town of Surry, Virginia.**

1. Complete ALL enclosed forms.
2. You must have the forms in the town office completed by 4pm the Thursday before the Planning Commission meets. Planning commission meets the last Tuesday of the month. It is in your best interest to be at this meeting so you can address any question from the Commission at the meeting. If you are not in attendance and there are unanswered questions, the Planning Commission will table your application until the following Planning Commission meeting.
3. Application fees must be paid when the application is submitted at the Town of Surry office. Zoning applications are \$30 and sign applications are \$40. These are **non-refundable fees**.
4. After the Planning Commission reviews an application, they will make a recommendation to approve or deny to the Town Council at the next Town Council Meeting.
5. Town Council and Planning Commission meetings will be held in the Town Hall meeting room located at 84 Colonial Trail East across the street from the Surry Post Office.
6. The Planning Commission meets at 7pm on the last Tuesday of the month.
7. The Town Council meets at 7:30pm on the second Tuesday of the month.
8. The Town Council will vote on whether to approve or disapprove applications. The town council has the final vote.
9. If approved your application will have a Temporary Conditional Use Permit issued that will be in effect for one year. On this Temporary Conditional Use Permit you will have certain requirements with which you must comply to keep your permit in good standing. At the end of the year, you must reapply to have this renewed.
10. When making an application for a new business, make sure you have a description of your business, hours of operation, parking, exact sign dimensions, where the sign is to be located, etc.
11. Upon approval of the town council, you will need to come in to the office to purchase your business license before you open. The fee will be \$30 for the first year and the next year your fee will be based on your gross receipts from the previous year of operation.
12. **If you are applying for new construction, the above requirements are the same. You must also check with the Surry County building inspector on requirements for their Building Permit.**
13. **If you have any further questions, please contact the office at 757-294-3021.**

# Zoning Application Checklist

Town of Surry, Virginia

A Zoning Application must be completed and submitted with the following items (as applicable) to be considered by the Planning Commission and Town Council of Surry, Virginia.

- Three (3) copies of architectural scale building drawings for any new structure or addition to an existing structure showing dimensions, ground elevations, location, and including utility connection locations on lot.
- List of building materials used in construction - wood, steel, siding, brick, concrete, or other.
- Name of contractor/builder including Virginia contractor license number. Contractor must have a Town of Surry business license.
- Approximate cost and date of completion.
- Details of access to property in compliance with VDOT regulations.
- Certification of adherence to Town of Surry Zoning Ordinance area, setback, frontage, yard, height of building, special provisions, parking and conditional use requirements, as applicable.
- Percentage (%) of impervious material covering as relative to size of property.
- Storm water management plan and maintenance as required by the Chesapeake Bay Act.
- Hours of operation.
- Location and size of signs and/or advertising structures in compliance with Town of Surry Sign Ordinance. (Separate sign application and fee required.)
- Location of dumpsters and enclosure in compliance with Town of Surry Nuisance Ordinance.
- Submittal of Chesapeake Bay Preservation Act Plan of Development requirements as applicable for any site that exceeds 2,500 square feet of land and/or possesses a Resource Management Area feature.

I understand that failure to provide all required information will delay action on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Sign Permit Application

Town of Surry, Virginia

This sign application must be completed and submitted with all required information (as applicable). The application cannot be reviewed by the Planning Commission without the following.

Name of Applicant \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Location \_\_\_\_\_

New Sign       Repair       Replacement

**Type of Sign** (check all that apply)

Single Faced       Double Faced       Projecting       Window       Monument

## SIGN DESCRIPTION

**Include one set of structural plans including site plans showing location of proposed sign on site.**

Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Means of Support: \_\_\_\_\_

Construction Materials: \_\_\_\_\_

Colors of Sign and Lettering: \_\_\_\_\_

Type of Illumination:  External     Internal    Lighting must not illuminate traffic or neighboring buildings.

Name Address and Phone of Sign Erector \_\_\_\_\_

**A separate permit must be secured from the Surry County Department of Planning and Building for wiring and connecting all electrical signage.**

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and that the construction will conform to the regulations of the Sign and Zoning Ordinances of the Town of Surry.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Planning Commission Review**     Approved     Denied

Planning Commission Chair \_\_\_\_\_ Date \_\_\_\_\_

**Town Council Review**     Approved     Denied

Mayor \_\_\_\_\_ Date \_\_\_\_\_