



COMMUNITY DEVELOPMENT  
Planning & Zoning Division

## Community Development Department Plan Submittal Form

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Owner of Property if other than Applicant: \_\_\_\_\_

Reason for Application: Check all that apply

<input type="checkbox"/>	Site Plan Submittal		8 Paper Copies Required
<input type="checkbox"/>	Construction Plan Submittal		8 Paper Copies Required
<input type="checkbox"/>	E & S Plan Submittal		3 Paper Copies Required

Is the Property located in any Special Zoning District: Check all that apply

<input type="checkbox"/>	Entrance Corridor Overlay District	Additional Detail Required
<input type="checkbox"/>	Historic Preservation District	Additional Detail Required
<input type="checkbox"/>	Enterprise Zone	

Note: Please provide the fee and the additional information required by the application detail sheet for the type of application or zoning district as required.

Also: All plans require an electronic submittal to be emailed to Jay Lancaster, Permit Technician, at [armstrongdi@fileshare.ci.staunton.va.us](mailto:armstrongdi@fileshare.ci.staunton.va.us)

Applicant Signature: \_\_\_\_\_

Office use only:

Fee paid: \$200.00 Check \_\_\_\_\_ Check # \_\_\_\_\_, Cash \_\_\_\_\_, Credit Card \_\_\_\_\_

Application accepted by: \_\_\_\_\_ (initials)