



**Town of Rich Creek**

P.O. Box 65  
Rich Creek, Virginia 24147-0065  
(540) 726-3260 Fax (540) 726-3047

Rich Creek, Virginia

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**Please complete and return page 1 and 2.**

The following information must be provided. Additional information may be requested.

Please Print

Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

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

Lot Size                      Acre \_\_\_\_\_                      Square Feet \_\_\_\_\_

Subdivision Name \_\_\_\_\_                      Lot Number \_\_\_\_\_

Type of Improvement              Sign      New      Addition      Remodel      Change of Use      Subdivision  
Other \_\_\_\_\_

Proposed Use \_\_\_\_\_

Dimensions                      Number of stories \_\_\_\_\_                      Square Feet \_\_\_\_\_                      Number of Apartments \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_                      Location \_\_\_\_\_

Type of Structure                      Wood      Masonry      Steel      Other \_\_\_\_\_

Set Backs                      Front \_\_\_\_\_ ft.                      Rear \_\_\_\_\_ ft.                      Side Yard \_\_\_\_\_ ft.                      Side Yard \_\_\_\_\_ ft.

Type of Utilities                      Water \_\_\_\_\_                      Sewage \_\_\_\_\_                      Heat \_\_\_\_\_                      Storm Drains \_\_\_\_\_

Sketch of proposed and existing buildings on property :                      Additional information may be attached.



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**This page to be completed by the Zoning Administrator**

Location of Property Verified?	YES	NO	N/A	How? _____
Lot Size Verified?	YES	NO	N/A	How? _____
Type of Improvement Verified?	YES	NO	N/A	How? _____
Proposed Use Verified?	YES	NO	N/A	How? _____
Dimensions Verified?	YES	NO	N /A	How? _____
Parking Spaces Verified?	YES	NO	N/A	How? _____
Type of Structure Verified?	YES	NO	N/A	How? _____
Setbacks Verified?	YES	NO	N/A	How? _____
Utilities Available?	YES	NO	N/A	How? _____

**Additional Information Requested**

Status	Approved	Denied	Pending
Appeal Requested	Yes	No	
Passed to:	Board of Zoning Appeals	Planning Commission	Giles County

Result Approved \_\_\_\_\_  
 \_\_\_\_\_  
 Denied \_\_\_\_\_  
 \_\_\_\_\_

Permit Issued \_\_\_\_\_ Date: \_\_\_\_\_  
 Roger D. Jones, Administrator



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**Certificate of Zoning Compliance**

Date \_\_\_\_\_ Certificate No. \_\_\_\_\_

Owner Name and Address \_\_\_\_\_

Agents Name and Address \_\_\_\_\_

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

Lot Size \_\_\_\_\_ Type \_\_\_\_\_ Phone No. \_\_\_\_\_

Limitations \_\_\_\_\_

Please be advised that this permit is for zoning compliance only. Additional permits such as, but not limited to County Building, and Land Disturbing permits may be required before any construction begins.

I understand that this permit is issued based on the information I supplied, and may be revoked in the event the completed improvement is not in compliance with the terms and conditions of this application.

This certificate becomes valid when all work is complete and in compliance with all applications and permits issued. This certificate may be revoked if work is not completed within six months from the date issued.

By signing below I certify I have read the above statements and the information supplied on the application and attachments provided is true and correct to the best of my knowledge.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

## SCHEDULE OF FEES

The following fees are hereby established in order to help defray the expenses of administration, processing applications, publicizing, conducting public hearings, and performing necessary inspections.

### 18-1001.0 FEES RELATED TO ZONING

The following fees shall apply for applications relating to zoning regulations. All fees are non-refundable whether the request is approved or disapproved.

- 18-1001.01      Each applicant for a Zoning Permit shall be responsible for the direct cost incurred by the Town in responding to the request. A minimum fee of ten dollars (*\$10.00*) is due when applications are submitted. Additional cost shall be paid within thirty (30) days of receipt of a bill from the Town.
- 18-1001.02      Each applicant for a hearing before the Board or Commission for an administrative review or a variance shall be responsible for the direct cost involved in the hearing. A minimum fee of two hundred dollars (*\$200.00*) is due when the review or variance is requested. Additional cost shall be paid within thirty (30) days of receipt of a bill from the Town.

### 18-1002.0 FEES RELATED TO AMENDMENTS

Each applicant for an amendment shall be responsible for the direct cost of the Town. A minimum fee of ten dollars (*\$10.00*) is due when the amendment is requested.

## 18-1003.0 FEES RELATED TO SUBDIVISIONS

The following fees shall apply for applications relating to subdivision regulations:

- 18-1003.01        There shall be no fee for submission of a preliminary sketch.
- 18-1003.02        Submission of a preliminary plat shall obligate the developer for the direct cost incurred by the Town in reviewing the plat not to be less than two hundred dollars (\$200.00).
- 18-1003.03        Submission of a final plat shall require a fee unless there are substantial changes between the preliminary plat and the final plat.
- 18-1003.04        The fee for a request for vacation of a plat shall be the direct cost incurred by the Town directly related to the request.