



PORT ROYAL TOWN HALL

419 KING STREET #29; POST OFFICE BOX 29
PORT ROYAL, VA 22535
804-742-5331
WWW.THETOWNOFPORTROYAL.COM

DATE SUBMITTED: _____

CASE NUMBER: _____

***NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED.**

1. TYPE OF REQUEST

REZONING: FROM _____ TO _____

PROFFER AMENDMENT _____

(REZONING CASE #)

SPECIAL EXCEPTION: _____

(ORDINANCE SECTION)

SITE PLAN: _____ MAJOR _____ MINOR

VARIANCE: _____

ADMINISTRATIVE APPEAL _____

COMP. PLAN AMENDMENT _____

OTHER _____

SUBDIVISION (MAJOR)

_____ PRELIMINARY

_____ FINAL

_____ CONCEPT

SUBDIVISION (OTHER)

_____ MINOR

_____ BLA/VACATION

_____ FAMILY

2. PROPERTY INFORMATION

TAX MAP NUMBER _____

CURRENT ZONING _____

ACREAGE OF REQUEST _____

TOTAL ACREAGE _____

PHYSICAL ADDRESS/LOCATION _____

VOTING DISTRICT _____

UTILITIES: _____PUBLIC _____PRIVATE _____EXISTING _____NEW

3. APPLICANT / OWNER INFORMATION

OWNER OF RECORD:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

APPLICANT:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

AGENT/DEVELOPER/ENGINEER:

NAME

MAILING ADDRESS

MAILING ADDRESS

PHONE NUMBER

E-MAIL

MAIN POINT OF CONTACT:

NAME

MAILING ADDRESS

MAILING ADDRESS _____

PHONE NUMBER _____ E-MAIL _____

4. I/WE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE TOWN MAY APPROVE, CONDITIONALLY APPROVE, OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE TOWN OF PORT ROYAL AND OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

OWNER SIGNATURE OR _____
AGENT/APPLICANT SIGNATURE

OWNER'S NAME AGENT/APPLICANT NAME

DATE DATE

5. FEE SCHEDULE

REZONING _____ + (_____ X _____) = _____
BASE FEE ACREAGE \$/ACRE TOTAL

PROFFER AMENDMENT _____ + (_____ X _____) = _____
BASE FEE NO. OF REQUESTS \$/REQUEST TOTAL

SPECIAL EXCEPTION _____ + (_____ X _____) = _____
BASE FEE ACREAGE \$/ACRE TOTAL

SITE PLAN: MAJOR _____ + (_____ X _____) = _____
BASE FEE ACREAGE \$/ACRE TOTAL

SITE PLAN: MINOR _____ X _____ = _____
BASE FEE NUMBER OF REQUESTS TOTAL

COMP PLAN AMENDMENT _____ X _____ = _____
BASE FEE NUMBER OF REQUESTS TOTAL

VARIANCE/ADM. APPEAL _____ X _____ = _____
BASE FEE NUMBER OF REQUESTS TOTAL

SUBDIVISION: MINOR \$250 - MINOR \$200 - BLA \$100 - VACATION = _____
TYPE: _____ \$200 + \$50 PER NEW LOT - FAMILY TOTAL

SUBDIVISION: MAJOR _____ + (_____ X _____) = _____
BASE FEE NUMBER OF LOTS \$/LOT TOTAL

CONCEPT PLAN _____ X _____ = _____
BASE FEE NUMBER OF REQUESTS TOTAL

OTHER _____ X _____ = _____
TOTAL

CHECK # _____ CASH CHARGE RECEIPT # _____

REVIEW BY / COMMENTS: _____

