

**TOWN OF WINDSOR  
POST OFFICE BOX 307  
WINDSOR, VIRGINIA 23487  
757-242-4288**

**ZONING PERMIT APPLICATION**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Acreage of Parcel: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Legal Reference: \_\_\_\_\_

Description of Project: \_\_\_\_\_

If a Dwelling:  Single Family – See page 2 (back),  Multi-Family – Number of Units proposed: \_\_\_\_\_

If a Business, please describe type of business: \_\_\_\_\_

Will a sign be used?  YES,  NO      Is on-site parking available?  YES,  NO

Public Water?  YES,  NO      Public Sewer?  YES,  NO

The following setback must be complied with (By Office Staff):

Front Yard: \_\_\_\_\_, Side Yard: \_\_\_\_\_, Side Yard: \_\_\_\_\_, Rear Yard: \_\_\_\_\_, Height: \_\_\_\_\_

Is a Site Plan showing dimensions, footprint of existing & proposed construction, erosion & sediment control measures, and flood zone information included?  YES,  NO

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ **Permit No.:** \_\_\_\_\_

**Is project subject to Proffers?**  YES,  NO

**FEE \$** \_\_\_\_\_

CASH,  CHECK

Check No.: \_\_\_\_\_

**REC. BY:** \_\_\_\_\_

DATE REC.: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
DATE

**ALL PERMITS REQUIRED FROM APPLICABLE FEDERAL, STATE AND LOCAL AGENCIES MUST BE OBTAINED PRIOR TO STARTING CONSTRUCTION. A COPY OF THIS ZONING PERMIT MUST BE PRESENTED TO THE ISLE OF WIGHT COUNTY DEPT. OF INSPECTIONS IN ORDER TO OBTAIN A BUILDING PERMIT. ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF WINDSOR LAND DEVELOPMENT ORDINANCE AND THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE.**

**The follow information should be submitted for a determination of consistency with the Chesapeake Bay Preservation Act and associated regulations:**

**NOTE:** This application is used to list the various information required by Virginia State Law, Isle of Wight County and Town of Windsor Ordinances. In many cases, the information requested may be redundant. Any omissions must be justified in writing.

**GENERAL INFORMATION** - for all plans submitted for review.

- 1. General location description (e.g. road number) and name of project. A small location (vicinity) map, or name of U.S.G.S. quadrangle is useful.
- 2. Site boundaries, north arrow, scale, existing and proposed zoning.
- 3. Location of all building restriction lines, setbacks, easements, covenant restrictions, and rights-of-way on and adjacent to the site including off-site roads.
- 4. The location of all RPA features, including the 100-foot buffer, and the extent of the RMA.
- 5. The location of all wooded areas before development and the proposed construction footprint (limits of clearing).
- 6. Existing and proposed topography, 2 foot contours preferred, and general soils information.
- 7. Computations of total site area in acres, the amount and percent of the site to be cleared for the project, and the amount and percent to be covered by impervious surface after development. For redevelopment projects, also include the amount and extent of existing impervious surfaces.
- 8. A description of the proposed project including a description of the proposed use or uses, location (to scale on site plans) of proposed and existing structures including marine and temporary structures, and adjacent land uses.
- 9. Location of all driveways, parking areas and other impervious surfaces with indication of the type of surface material.
- 10. Specifications for the preservation of existing vegetation, re-establishment of denuded areas, and supplemental planting.
- 11. Location, description, and details of all erosion and sediment control devices.
- 12. Location and description of all existing and proposed on-site sewage disposal systems including reserve sites, and all existing and proposed wells.
- 13. Copies of all permits from all applicable agencies necessary to develop the project, especially wetland permits.

**STORMWATER MANAGEMENT INFORMATION**

NOTE: This information should be submitted in addition to the General Information if stormwater management is necessary. BMP siting and design should follow the Minimum Standards requirements outlined in the Virginia Stormwater Management Handbook.

- A. Stormwater management calculations (Appendix 5D of the *Virginia Stormwater Management Handbook* or equivalent methodology).

- B. A brief explanation of the selected Best Management Practices (structural and nonstructural) and the basis for their selection.
- C. Location and design of planned stormwater control devices. In addition,
  - 1. For structures involving embankments:
    - a. A typical cross-section through the embankment showing any necessary core, and all design elevations including any freeboard allowances;
    - b. The composition of core material;
    - c. Latitudinal and longitudinal cross-sections of any outlet structure.
  - 2. For infiltration facilities:
    - a. Typical cross-sections;
    - b. Composition of trench materials;
    - c. Soil data supporting trench viability.
- D. For detention and retention facilities, hydrologic calculations including:
  - 1. Rainfall intensities or characteristics;
  - 2. Existing and proposed drainage areas mapped (in acres), including on- and off-site areas;
  - 3. Runoff coefficients or runoff curve numbers, with the land area associated with each coefficient;
  - 4. Times of concentration. Any overland flow over 200 feet used in computations must be documented on a map, with supporting calculations for pre- and post-development peak flows for both the 2- and 10-year storms;
  - 5. Storm routings with full hydrographs for all design storm events (normally the 2- and 10-year storms).
- E. Hydraulic Calculations including:
  - 1. For any pipe or culvert structure:
    - a. Inlet and outlet elevations;
    - b. Length and diameter or height;
    - c. Manning's roughness coefficient;
    - d. Verification of inlet/outlet control conditions.
  - 2. For any stream or channel analysis:
    - a. Channel bottom profile and 100' cross-sections to scale;
    - b. Manning's roughness coefficient determination for each different channel reach.
    - c. depth of flow (2- and 10-year storms)
    - d. velocity of flow (2- and 10-year storms)

### **WATER QUALITY IMPACT ASSESSMENT INFORMATION**

NOTE: This information should be submitted in addition to the General Information and Stormwater Management, as necessary.

- A. Location and nature of the proposed encroachment into the buffer area, including justification for such encroachment.

B. Hydrogeology (for major impacts only):

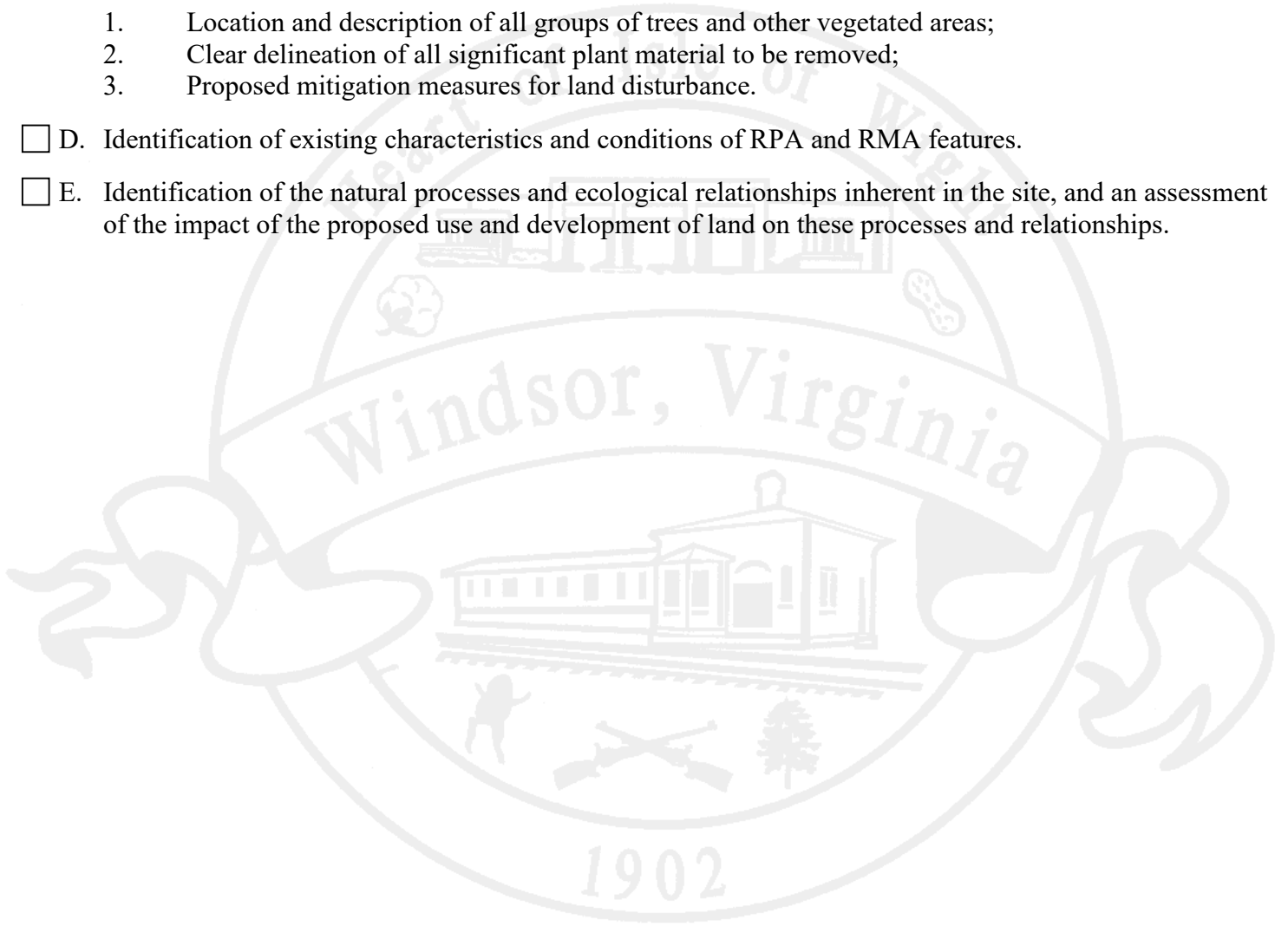
1. Disruptions or reductions in the supply of water to wetlands, streams, lakes, rivers or other water bodies;
2. Disruptions to existing hydrology including wetland and stream circulation patterns;
3. Location of dredge material and location of dumping area for such material;
4. Location of and impacts on shellfish beds, SAV, and fish spawning areas;
5. Description of proposed mitigation measures for identified hydrogeological impacts.

C. Landscaping:

1. Location and description of all groups of trees and other vegetated areas;
2. Clear delineation of all significant plant material to be removed;
3. Proposed mitigation measures for land disturbance.

D. Identification of existing characteristics and conditions of RPA and RMA features.

E. Identification of the natural processes and ecological relationships inherent in the site, and an assessment of the impact of the proposed use and development of land on these processes and relationships.





## Agreement – Special Engineering, Consultation or other Professional Services

In addition to any applicable requirements pursuant to the Code of Virginia, County of Isle of Wight or Town of Windsor Code of Ordinances, the applicant, owner or agent of the applicant or owner as indicated on page 1 of this application does hereby agree to pay any and all additional fees for any engineering, consultation of other professional services as deemed necessary by the Town of Windsor Zoning Administrator for the purpose of thoroughly reviewing the plan of development documentation or plans.

Such fees shall be based on terms of contract or other agreements made by the Town of Windsor with qualified service providers, which may be used by the Town of Windsor in the process of the requisite review of the submitted plans of development by the applicant.

All such applicable fees for said services as described herein shall be paid by the applicant, owner or agent of the applicant or owner, in full to the Town of Windsor prior to the issuance of any permit(s). Furthermore, the applicant, owner or agent for the applicant or owner does agree to pay any portion or all of such fees, if for any reason the application is denied or withdrawn.

I, the undersigned do hereby attest I have the authority to enter into this agreement.

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Signature of Applicant, Owner or Agent of Applicant or Owner

