



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		7 Paper Copies Required
<input type="checkbox"/>	Construction Plan Submittal		7 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 lancasterjd@fileshare.ci.staunton.va.us

Applicant Signature: _____

Office use only:
 Fee paid: \$200.00 Check _____ Check # _____, Cash _____

Application accepted by: _____ (initials)