



# Zoning Clearance Information



**Albemarle County**  
Community Development  
401 McIntire Rd, North Wing  
Charlottesville, VA 22902  
Phone 434.296.5832

## What is a Zoning Clearance?

A Zoning Clearance is verification from Albemarle County that a proposed use, whether it is a new business or other activity (see Zoning definition of “[Use](#)”), satisfies all requirements of the Albemarle County Zoning Ordinance and ensures public health and safety. A Zoning Clearance Application is reviewed by the Zoning Department, Building Inspections Department, as well as any other applicable departments or agencies.

## A Zoning Clearance is Required in the Following Circumstances

- Opening a new business
- Changing or expanding an existing business
- Buying an existing business
- Moving a business to a new location or changing its name
- Before natural resource extraction
- Any uses listed in [Section 5 of the Albemarle County Zoning Ordinance](#) as requiring a Zoning Clearance

## Items Required to Apply for a Zoning Clearance

Before filling out a Zoning Clearance Application ensure you have or have done the following:

- Tax Map and Parcel number or Address of the property. Include suite/unit/floor number, if applicable.
  - Description of the proposed business/use. Include any and all relevant information such as a description of the business, the number of employees, number of shifts, availability of parking, etc.
  - A Floor Plan. A sketch or an architectural drawing of the total square footage of the use. If using less than the entire structure, note the location within the structure. Note the square footage of and use of each room.
  - Provide notice to the owner if the applicant is not the owner. Within ten days of applying for a zoning clearance, the applicant, if they are not the owner of the parcel and/or structure, shall inform the owner that they have applied for a Zoning Clearance. Please fill out the form on page 3.
- Other Approvals/Documents if applicable.
    - A [Certified Engineer’s Report](#) is required if the parcel is zoned Industrial (LI, HI, or PDIP).
    - Health Department approval is required for food preparation or if the parcel is on private well or septic.
    - Bakeries require USDA approval.
    - Any additional approvals the Zoning Administrator may require including Department of Social Services and Fire + Rescue.
  - If you have any questions feel free to contact Staff at (434) 296-5832

## Submitting an Application

Once you have all the required information provided above:

1. Fill out an application. Please complete page 2 in its entirety.
2. Submit an application. Bring or send a completed application to Albemarle County Community Development at 401 McIntire Rd, North Wing, Charlottesville, VA 22902
3. Pay. The application fee can be paid for in person or [online](#). If paying online please attach a copy of your payment receipt. A Zoning Clearance Application will not be processed until payment has been received.
4. Notify the Owner. If you are not the owner of the property please fill out page 3.



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<b>FOR OFFICE USE ONLY</b>	Clearance Number:	
Fee Amount: \$ 62.40	Date Paid:	By:
Application fee: \$60 + Technology Surcharge: \$2.40	Check #:	By:
Receipt #:		

**Applicant** - Fill out the entire page below and return to:  
Community Development 401 McIntire Rd, North Wing, Charlottesville, VA 22902

<b>Name:</b>		<b>E-Mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone #:</b>	
<b>Tax Map and Parcel number and/or Address of the Business:</b>		<b>Zoning:</b> Staff will fill out if unknown	
<b>Parcel Owner:</b>		<b>Owner's Address:</b>	
<b>Check any that apply:</b>	<input type="checkbox"/> New Business <input type="checkbox"/> Change of Use <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Name		
<b>Business Name:</b>			
<b>Description of Business:</b>	Describe the business including use, number of employees, number of shifts, availability of parking, and any additional info.		
<b>Previous Business on Site:</b>			
<b>Floor Plan:</b>	Please attach either an architectural drawing or a sketch of the proposed business indicating the location of uses, the uses of rooms, the total square footage of the use, and any additional information.		
<b>Total Square Footage Used for the Business:</b>			
<b>Is the Parcel Zoned LI, HI, or PDIP?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out a <a href="#">Certified Engineer's Report (CER)</a>	
<b>Will there be food preparation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide Virginia Department of Health approval	
<b>Is the Parcel on public water or private well?</b>	<input type="checkbox"/> Public <input type="checkbox"/> Private	If on private well, provide Virginia Department of Health approval	
<b>Is the Parcel on public sewer or septic?</b>	<input type="checkbox"/> Public <input type="checkbox"/> Septic	If on septic, provide Virginia Department of Health approval	
<b>Will you be putting up any new signage?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, obtain appropriate sign permit and list permit # below	
<b>Will there be new construction or renovations?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, obtain appropriate building permit and list permit # below	
<b>Please list any applicable Building Permit #s:</b>			

Zoning Clearance review cannot begin until the application above is complete and all applicable forms and fees are submitted.

This Clearance will only be valid on the parcel for which it is approved. If you change, intensify, or move the use to a new location, a new Zoning Clearance will be required.

I hereby certify that I own or have the owner's permission to use the space indicated on this application. I also certify that the information provided is true and accurate to the best of my knowledge. I have read the conditions of approval, and I understand them, and that I will abide by them.

Signature \_\_\_\_\_ Printed \_\_\_\_\_

Date \_\_\_\_\_



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**Applicant** - If you are not the land owner, please fill out the entire page below confirming that you have either informed or are going to inform the owner of your zoning clearance application.

## CERTIFICATION THAT NOTICE OF THE APPLICATION HAS BEEN PROVIDED TO THE LANDOWNER

I certify that I will provide (or have provided) notice of this clearance application,

\_\_\_\_\_ clearance number provided by Staff or business name

to \_\_\_\_\_ the owner  
Name of landowner on record

of Tax Map and Parcel Number \_\_\_\_\_ by either delivering a  
TMP number of property  
copy of the application to them in person or by sending them a copy of the application by mail. (Please check one of the following below)

Hand delivering a copy of the application to the owner identified above on  
Date \_\_\_\_\_

Mailing a copy of the application to the owner identified above on  
Date \_\_\_\_\_ to the following address:

\_\_\_\_\_  
(Written notice to the owner and last known address on our record books will satisfy this requirement. Please see staff for help determining this information if needed)

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

Applicant Name Printed \_\_\_\_\_

Date \_\_\_\_\_

## For Albemarle County Staff Review Only

Proposed Use:		Permitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permitted by Section:		Supplementary Regulations:	
Applicable Special Use Permit (SP):			
Applicable Rezonings (ZMA):			
Applicable Site Plans (SDP):			
Parking:	If there is an approved site plan associated with the parcel, the parking requirements will be defined by the SDP. Some parking requirements are determined by a ZMA or by an approved Code of Development.		
Parking Formula:		Defined by:	<input type="checkbox"/> Site Plan <input type="checkbox"/> Zoning Ordinance <input type="checkbox"/> CoD <input type="checkbox"/> Existing
Total Square Footage of the Use:			
Required number of parking spaces:			
Associated Clearances:			
Variances:			
Violations:			
Is a site inspection necessary?:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Site Inspection on (date):		To Confirm:	
Notes:			
Conditions of Approval:	Additional conditions of approval apply to Fireworks and Christmas Trees		

## Approval Information

<input type="checkbox"/> Approved as proposed <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied	
<input type="checkbox"/> Backflow prevention device and/or current test data needed for this site. Contact ACSA, 434.977.4511 ext. 117	
<input type="checkbox"/> No physical site inspection has been done for this clearance. Therefore, it is not a determination of compliance with the existing site plan.	
<input type="checkbox"/> This site complies with the site plan as of this date.	
Conditions:	
Additional Notes:	
Building Official _____	Date _____
Zoning Official _____	Date _____
Other Official _____	Date _____