

# TOWN OF RURAL RETREAT

The following are the procedures and requirements for the issuance of a zoning permit and/or a conditional use permit.

## **Zoning Permit**

A zoning permit is required before beginning any construction, reconstruction, alteration of any building or other structure or before establishing, extending or changing any activity or use on any lot. for all new structures, including dwellings, accessory buildings, driveways, porches/decks and fences.

A site plan must be submitted to the Town Manager showing the following items:

1. Size of property – must include dimensions of the property.
2. Placement of structure on the property – must include size of structure and if applicable, porches or decks. Include distances from all sides of the structure to the appropriate property lines. If other structures exist on the property these must be included. Required setbacks for the structures are not the same in all zoning districts, please inquire as to the zoning district for your property.
3. Include on submitted site plan your name, physical address, mailing address (if different) and a phone number.

We will issue a zoning permit in a timely manner providing all information is submitted. A copy will be mailed to you for your records. There is no charge for this permit.

## **Conditional Use Permit**

A conditional use permit is required for a use that would not be appropriate generally or without restriction throughout the district but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, moral, order, comfort, convenience, appearance, prosperity or general welfare.

Requirements for the issuance of a conditional use permit:

1. A request must be submitted in writing to the Town Manager.
2. A zoning permit must be issued. Refer to the above requirements.

Upon a request made to the Town Manager the following must take place:

1. The request must be reviewed by the Rural Retreat Planning Commission.
2. Following their review, the Rural Retreat Planning Commission, according to the Code of Virginia, a joint public hearing must be held with the Rural Retreat Town Council and the Rural Retreat Planning Commission. Following the hearing the Planning Commission will make a recommendation to the Town Council. It is the Town Council's discretion to approve or deny the issuance of a permit.
3. Upon approval by the Town Council, a conditional use permit will be issued.

Due to guidelines we must follow, allow approximately 1-2 months for this process. The charge for this permit is \$35.00 however, additional fees apply. If applying for a conditional use permit for a doublewide manufactured home additional guidelines apply.