

III	APPLICATION FORMS
This section contains the Department of Planning’s current application forms.	
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The Department of Planning uses the following application forms:

Land Development Application. This application form is to be used for the following application types:

Zoning Ordinance

- Site Development Plan/Plan Amendment – [Sections 6.2.2 and 6.2.3](#)
- Administrative Site Development Plan – [Section 6.2.4](#)
- Certificate of Appropriateness – [Section 6.2.5](#)
- Maximum Lot Size Exception – [Section 6.2.6](#)
- Pre-Harvest Plan – [Section 6.2.7](#)
- Intensive Livestock, Dairy, or Poultry Facility Development Plan – [Section 6.2.8](#)
- Stream Buffer Mitigation Plan – [Section 6.2.9](#)
- Special Use Permit/Permit Amendment – [Sections 6.3.1 and 6.3.2](#)
- Rezoning/Conditional Zoning/Proffer Amendment – [Sections 6.3.3, 6.3.4, and 6.3.5](#)

Subdivision Ordinance

- Minor or Major Subdivision – [Sections 3.2.1 and 3.2.2](#)
- Administrative Land Division – [Section 3.3.1](#)
- Boundary Line Adjustment – [Section 3.3.2](#)
- Merger – [Section 3.3.3](#)
- Vacation of Plat – [Section 3.3.4](#)
- Public Utility Lot Division – [Section 3.3.5](#)
- Court-Ordered Partition of Land – [Section 3.3.6](#)

Zoning Permit Application. This application form is used for all construction projects and changes of use not requiring a site development plan. Zoning permit applications are most commonly used for new single-family dwelling construction, residential accessory structures, and agricultural buildings. See [Zoning Ordinance Section 6.2.1](#) for general regulations governing Zoning Permits.

Agriculture Exemption Application. This application form is used to request an agricultural exemption from building permit requirements. Exemptions are approved by the Clarke County

Building Department. Any project receiving an agricultural exemption from building permit requirements is still required to obtain approval of a Zoning Permit.

Home Occupation Application. This application form is used to request approval of a residential home occupation. Regulations for home occupations may be found in [Zoning Ordinance Section 5.2 \(Residential Uses – Home Occupation\)](#).

Short-Term Residential Rental Application. This application form is used to apply for zoning approval for the short-term residential rental of a dwelling. Regulations for short-term residential rentals may be found in [Zoning Ordinance Section 5.2 \(Residential Uses – Short-Term Residential Rental\)](#).

Agritourism Activity Application. This application form is used to apply for zoning approval of temporary and/or periodic agritourism activities. Regulations for agritourism activities may be found in [Zoning Ordinance Section 5.4 \(Temporary Uses – Agritourism Activity\)](#).

Sign Permit Application. This application form is used for the construction of new or to alter, repair, or re-face existing freestanding and wall-mounted signage. Regulations for signage including rules for signs that do not require a permit may be found in [Zoning Ordinance Section 7.8 \(Sign Regulations\)](#).

Resistivity Testing Review Application. This application form is used to request review of an electrical resistivity testing report prepared by the applicant's consultant for an onsite sewage disposal system. Regulations for resistivity testing may be found in [Code of Clarke County Chapter 143 \(Septic Systems\) Section 12 \(Subsurface Investigations\)](#).

Board of Zoning Appeals Application. This application is to be used for matters to be acted upon by the Board of Zoning Appeals including:

- Variance – [Zoning Ordinance Section 6.4.1](#)
- Appeal – [Zoning Ordinance Section 6.4.2](#)
- Interpretation of Zoning District Map – [Zoning Ordinance Section 6.4.3](#)

Application forms may be periodically modified by Department of Planning Staff. The most current copy of each form is found in the Guidance Manual and on the Clarke County website (www.clarkecounty.gov). Sample copies of application forms may be found [Appendix A – Application Forms](#).

Note that all applications are required to be signed by the property owner. In the event that the applicant is not the property owner and not able to sign the application, evidence that the applicant is authorized to file the application shall be provided per [Section 2.4.2](#) (for Zoning Ordinance applications) or [Section 2.2.2](#) (for Subdivision Ordinance applications).