



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING & DEVELOPMENT
 9800 Godwin Drive
 Manassas, VA 20110
 Phone: 703-257-8278
www.manassasva.gov/permits
 Email: permitstatus@manassasva.gov

FOR STAFF USE ONLY

APPLICATION NUMBER _____
 ZONING DISTRICT _____
 APPROVAL CONDITIONS _____

RECEIVED

ZONING CERTIFICATION APPLICATION
FEE: \$50

Applicant Information

Street Address:	Manassas, VA 20110
Name:	
Phone Number:	
Email:	
Property Owner's Name (if different from the applicant):	
Property Owner's Mailing Address (if different from the applicant):	

Project Information

	Project Type	Application Submission Requirements
<input type="checkbox"/>	Sheds or other free-standing structures (256 sq. ft. or less) Dimensions: _____	✓ House location survey showing the location of the structure drawn to-scale, and the distance to property lines.
<input type="checkbox"/>	Fence Height: _____	✓ House location survey showing the location of the fence.
<input type="checkbox"/>	Driveway Expansion/Alterations Material: _____	✓ House location survey showing the driveway design and dimensions drawn to-scale. (Alterations to the apron require the excavation application.)
<input type="checkbox"/>	Bees and Apiary's	✓ Signed Bee and Apiary form. ✓ House location survey showing the location of the apiary and the distance to property lines.
<input type="checkbox"/>	Oversized Personal Vehicle (exceeds 10,000 lbs, 21 ft. in length or 102 in. wide)	✓ House location survey showing the parking location of the oversized personal vehicle. Oversized vehicle wheels are required to be parked on paved surfaces.
<input type="checkbox"/>	Temporary Banners Dates: _____ Dimensions: _____	✓ Sign detail, including the banner dimensions, and length of the wall the banner will be installed on. Temporary banners may be installed for a maximum of 14 calendar days per month.
<input type="checkbox"/>	Alterations in the Historic District	✓ Description and pictures explaining the project.
<input type="checkbox"/>	Temporary Tent/Structure Dimensions: _____	✓ House location survey, aerial or layout showing location of tent/structure on property. Approved tents/structures can be issued for a max of 90 days.
<input type="checkbox"/>	Other projects not listed	✓ Description and required application documents per staff.

I, the undersigned, do affirm that the activity proposed above will conform to the requirements of the zoning ordinance and as identified in this application and conditions for approval below. Should the activity deviate from this approval, I understand it is my responsibility to submit a revised ZCT for approval. Furthermore, I understand that issuance of this permit does not negate compliance with nor supersede any private covenants or restrictions attached to the property that would otherwise prohibit this activity.

Applicant Signature: _____ Date: _____

You have the right to appeal the approval or denial of this permit within thirty (30) days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty (30) days. You may appeal by filing a notice of appeal, specifying the grounds thereof, with the Zoning Administrator. The fee for an appeal is \$500, plus the cost of public hearing newspaper advertisements.