



CITY OF SUFFOLK
Department of Planning & Community Development
441 Market Street, Suffolk, Virginia 23434
Telephone: (757) 514-4150
Fax: (757) 514-4199

DETERMINATION OF ZONING

In order for Community Development to assist you with your Determination of Zoning, please complete this application in its entirety and return by mail to the above address or fax to the above number. **PRINT OR TYPE**

1. Name and Address of Property Owner: _____

Telephone Number: _____ Fax Number: _____

2. Name and address of applicant, if different from property owner: _____

Telephone Number: _____ Fax Number: _____

3. Property Specifics - Address : _____

Tax Map: _____ Parcel Number: _____

Account Number: _____

4. When did landowner take title to the property: _____

5. Identify the current use of the property: _____

8. A check for \$90.00 payable to the "City of Suffolk" is attached to my application as my filing fee. _____ Yes _____ No

If No, explain: _____

Print Name of Applicant

Signature of Applicant

Print Name of Property Owner
(if applicable)

Signature of Property Owner
(if applicable)

A decision or determination will be rendered pursuant to §15.2-2286 of the Code of Virginia based upon the information provided in the application. All determinations are based upon the provisions of the City of Suffolk Unified Development Ordinance (UDO) as of the date of the response to the application. The UDO is subject to change following advertised public hearings.

NOTE: Any determination issued at the request of anyone other than the property/landowner, pursuant to Virginia Code §15.2-2307, is NOT an official order, requirement, decision or determination.

CRITERIA CHECKLIST FOR WRITTEN ZONING DETERMINATIONS

Before submitting an application for a written Determination of Zoning, please make sure you have provided the following:

1. If applicant is requesting information regarding an addition to a structure, a proposed structure, or information regarding an existing structure, a valid physical survey illustrating all existing and/or proposed structures must be provided with the application.
2. If request is for a proposed use, a detailed description of the proposed business or use must be provided. The description must also include details of any type of open or outdoor storage including vehicles parked on the site; tractor trailers, construction equipment, etc.
3. Submit application completed in its entirety.
4. Submit check in the amount of \$90.00 made payable to “City of Suffolk”(Note: your request for a Determination Zoning is incomplete until all funds have been received and checks cleared)
5. According to Virginia Code § 15.2-2286(A)(4), a maximum of 90 days is allotted for responses to a request for a determination of zoning. Based on workload, it is the practice of the Zoning Administrator to attempt to complete all requests within 30 days of receipt of a completed application. In certain cases that are deemed time sensitive, staff will make every attempt to expedite the application.