



# CERTIFICATE OF ZONING APPLICATION

County of New Kent, Virginia

Planning Division

Web site: [www.co.new-kent.va.us/planning](http://www.co.new-kent.va.us/planning)

New Kent County ♦ Community Development Department-Planning ♦ P O Box 50 ♦ New Kent, VA 23124 ♦ Phone 804-966-9690 ♦ Fax 804-966-8531  
\*\*Use P O Box for all mail. Street address: 12007 Courthouse Circle, New Kent, VA 23124 FOR DELIVERIES ONLY\*\*

**DESCRIPTION OF PROPERTY**

Tax Map Parcel Number(s): \_\_\_\_\_

GPIN: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

**OFFICE USE ONLY**  
**\*DO NOT WRITE IN THIS BOX\***

Application No: CZ- \_\_\_\_\_ - \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee Amount: \$ **50.00**

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ (including yourself)

Type of Business: \_\_\_\_\_ Home office use only:

I hereby certify that I have the authority to make the foregoing applications, that the information is correct and that the Business operation will conform with the regulations in the Zoning Ordinance; and by issuance of this permit, the County assumes no responsibility for enforcing any private deed restrictions by the proposed use of this property.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**ZONING OFFICE USE ONLY**

Disapproved:  \_\_\_\_\_

Conditionally Approved:  \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**◆◆◆◆◆ THIS SECTION FOR COMMISSIONER OF REVENUE OFFICE ◆◆◆◆◆**

Current New Kent Business License No.: \_\_\_\_\_

Federal Business I.D. No.: \_\_\_\_\_

Contractors No.: \_\_\_\_\_

**FEEES**

This application consists of an application fee of **\$50.00**. Please make checks payable to *Treasurer of New Kent County*. Fees must be submitted at time of application.

## THE CODE OF THE COUNTY OF NEW KENT, VIRGINIA

### Sec. 98-10. Accessory buildings and uses.

#### Subsection

- (6) Home occupations in accordance with the following conditions:
- a. There shall be no display visible from the right-of-way or adjacent properties other than a sign not to exceed four square feet in size stating only the name of the occupant and/or the home occupation.
  - b. All activities associated with a home occupation in residentially zoned districts shall not utilize over 500 square feet of enclosed structure per parcel.
  - c. For all activities associated with a home occupation in an A-1 agricultural district which require a detached structure, such detached structure shall not exceed one percent of the size of the parcel. Additionally, this structure shall not exceed 5,000 square feet per parcel, regardless of size, without a conditional use permit.
  - d. There shall be no individuals other than family members residing on the premises employed at the site of the home occupation.
  - e. There shall be no outside storage associated with the home occupation.
  - f. Parking shall be provided for anticipated visitors, clients or customers, etc., on-site in a manner which does not alter the exterior appearance of the property in such a way as to cause an appearance which is nonresidential in character.
  - g. The home occupation shall be clearly incidental and subordinate to the residential use of the property.
  - h. There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation.
  - i. All public contact related to such home occupation shall be limited to the period between 8:00 a.m. and 8:00 p.m., Monday through Saturday.
  - j. In all residential districts, no more than one business vehicle and one piece of equipment shall be operated from the site or stored on-site overnight.
  - k. The following activities and uses shall not be permitted as home occupations, nor shall activities determined by the zoning administrator to be sufficiently similar in terms of type, scale and impact be permitted:

Vehicle repair and services  
Antique shops  
Funeral homes  
Gift shops  
Restaurants  
Commercial stables or kennels  
Boarding homes  
Tourist homes  
Daycare or babysitting for more than ten children inclusive of children of the operator's immediate family.