

COUNTY OF FREDERICK, VA

Zoning Review for a Business License

Check one to indicate purpose of the Zoning Review:

- Initial Business License Application OR
 Existing Business Change of Location -- Current BL Account No.: _____

Please provide the following information about your business. It is important that all of the requested information is provided completely to ensure accurate review by the Planning Department staff. Incomplete applications may not be reviewed or approved. If you have any questions about this form or the zoning regulations of Frederick County, please contact the Planning Department at (540) 665-5651. Approval of this form is required prior to issuance of a business license.

APPLICANT NAME: _____ DAYTIME PHONE #: _____
STREET ADDRESS OF BUSINESS (provide actual location of business – this address may be different from the mailing address): _____
OWNER(S) OF PROPERTY (if different from applicant): _____
BUSINESS/TRADE NAME: _____
DESCRIPTION OF BUSINESS (please be as detailed as possible): _____

IF BUSINESS IS HOME-BASED (Home or Cottage Occupation): Frederick County home occupation businesses are not permitted additional employees, customer parking/reception, signage, outdoor storage, or more than one business vehicle on the property. Please answer the following:

1. Number of employees other than members of household: _____
2. Will any new construction or alterations be necessary: Yes _____ No _____
3. Business will be located within: House _____ Accessory Structure _____
4. Name of subdivision property is located within (where applicable): _____
5. Are any other businesses located on the property: Yes _____ No _____ (if so, please provide name and description of business _____)

IF BUSINESS IS LOCATED WITHIN A COMMERCIAL/INDUSTRIAL DISTRICT: All businesses located within the commercial and industrial zoning districts of Frederick County require an approved commercial site plan on file with the County. Please answer the following:

1. Will any new construction or alterations be required on the site: Yes _____ No _____
2. Does this property have a Site Plan, approved by Frederick County: Yes _____ No _____
3. If yes, provide the approved Site Plan # (available from Frederick County Planning): _____
4. Is the proposed business located within an existing building or shopping center: Yes _____ No _____
5. If yes, provide the name of the shopping center/business/industrial park, etc. property is located within (where applicable): _____

The owner must sign this form. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign.

By signing and submitting this form to the Planning Department, the applicant declares, under penalty of perjury, that the provided information is true, complete, and correct to the best of his/her knowledge and belief, and that he/she is the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.

SIGNATURE: _____ PRINT NAME: _____
TITLE/CAPACITY FOR SIGNING: _____ DATE: _____

Please Do Not Write Below This Line – For Planning Department Staff Review Only

PROPERTY IDENTIFICATION # (PIN): _____ ZONING DISTRICT: _____

Record Number: _____

Based upon the information provided by the applicant, is the use proposed for the above-referenced location permitted in the identified zoning district? YES _____ NO _____

STAFF COMMENT: _____

STAFF SIGNATURE: _____ DATE: _____