



**TOWN OF FRONT ROYAL**  
 DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
 102 EAST MAIN STREET, PO BOX 1560  
 FRONT ROYAL, VA 22630

Main 540-635-4236 Fax 540-631-2727  
 Internet: www.frontroyalva.com

**APPLICATION FOR ZONING APPROVAL**  
 (PLEASE PRINT)

**PURPOSE OF APPLICATION**  
 (Please check appropriate box)

- Business License     Home Occupation (**see reverse side of application**)     Change of Ownership  
 Change of Address     Business Name Change     Other: \_\_\_\_\_

|  |  |  |
|--|--|--|
| <b>Applicant Information</b>                               | Company Name   |  |
|  | Contact Name   |  |
|  | Mailing Address  |  |
|  | City/State   | Zip Code                                       |
|  | Phone  | E-mail   |
| <b>Owner of Said Property</b><br><br>[ ] Same As Applicant | Name   |  |
|  | Mailing Address  |  |
|  | City/State   |  |
|  | Day-time phone   | E-mail   |
| <b>Property Information</b>                                | Site Address (location of the proposed business):          |  |
|  | Square Footage of Building:                                | Number of Off-Street Parking Spaces Available: |
|  | List all Proposed Business Vehicles / List Make and Model: |  |

|   |                          |
|---|--------------------------|
| <b>Describe Proposed Nature of the Business</b> | (Statement by applicant) |
| <b>Prior Use of Building</b>                    |                          |

**\*ANY NEW SIGNAGE OR SIGN FACE CHANGES WILL REQUIRE A SIGN PERMIT FROM PLANNING & COMMUNITY DEVELOPMENT**

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

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

|  |  |
|--|--|
| <b>THIS SECTION TO BE COMPLETED BY THE DEPARTMENT OF PLANNING AND ZONING</b> |  |
| TAX MAP NUMBER _____   | ZONING DISTRICT _____                    |
| PERMITTED PER SECTION _____  | PARKING SPACES REQUIRED _____            |
| HISTORIC DISTRICT _____  | ENTRANCE CORRIDOR _____ FLOODPLAIN _____ |
| ZONING APPROVAL _____  | DATE _____                               |
| Comments: _____  |  |



## HOME OCCUPATION

**HOME OCCUPATION** - An occupation conducted entirely within an enclosed dwelling and clearly incidental and secondary to the residential occupancy thereto carried on by a member or members of the family residing on the premises. All home occupations shall meet the standards in §175-108.1, which are as follows:

- A. The use shall be clearly incidental to the principal use of the property for residential purposes and shall not change the exterior appearance of the dwelling unit or change the character of the neighborhood.
- B. Operators of home occupations must be residents on the same parcel, or parcels, where the home occupation is located. Notwithstanding subsection B, nonresident employees may also work for the home occupation, but no more than one (1) nonresident employee may work from the parcel, or parcels, at the same time.
- C. No outdoor display, sales or storage of goods, materials or equipment shall be permitted, except that, the Zoning Administrator may authorize up to two (2) business vehicles, including any vehicle used by a nonresident employee. Indoor storage is permitted, provided that it does not violate the other restrictions of this section, including, but not limited to, changing the appearance of the dwelling unit, changing the character of the neighborhood, or increasing traffic.
- D. No wholesale or retail business shall be permitted unless it is conducted entirely by mail and/or telephone and does not involve the bulk shipment/delivery of merchandise to and from the premises; provided, however, that articles produced by the home occupation operators may be sold on the premises.
- E. Provided that the other requirements of this section are complied with, home occupations shall include, but shall not be limited to, the following uses: home offices, computer repair services, telecommunication services, artist studios, instructional services/tutoring, dressmaking, babysitting/babysitting services, or small item repair services. Uses that are restricted from being classified as home occupations shall include, but shall not be limited to, the following uses: motor vehicle repair, beauty/barber shops (with more than one (1) customer at a time), restaurants, animal hospitals/kennels, retail sales, and dance studios.
- F. In the instance of a home occupation involving a nonresident employee, at least one (1) additional off-street parking place shall be provided.
- G. No home occupation shall create greater vehicular or pedestrian traffic than is otherwise normal for the district in which it is located.
- H. No home occupation shall create noise, dust, vibrations, smells, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in the district on residentially used zoning lots where no home occupation exists.
- I. Notwithstanding other regulations within this Chapter, signs are not permitted for home occupations, except that the Zoning Administrator may authorize a sign for the following circumstances.
  1. When the sign is located on an authorized business vehicle and does not exceed ten (10) square feet in size.
  2. When the sign is located within the C-1, C-2, C-3, I-1, I-2, or MCD Zoning District, subject to the following conditions.
    - a. Shall not exceed four (4) square feet in size.
    - b. Shall not exceed six (6) feet in height if freestanding.

I \_\_\_\_\_ (PLEASE PRINT) have read and agree to abide by the "Home Occupation" restrictions as stated in the Town of Front Royal Zoning Ordinance. I also understand that violation of these provisions is a misdemeanor and may result in revocation of my business license and possible fines of up to \$1,000 per day of violation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE