



TAZEWELL COUNTY COMMUNITY DEVELOPMENT

ADDITIONAL STEPS ARE REQUIRED UPON APPROVAL OF YOUR ZONING REQUEST BY THE ZONING BOARD OF APPEALS

THIS GUIDELINE IS BEING PROVIDED TO HELP APPLICANT'S BE AWARE OF THE NECESSARY PROCEDURES THAT ARE REQUIRED UPON APPROVAL OF A ZONING REQUEST

1. The Community Development Dept. will notify you by mail following the Public Hearing regarding the Zoning Board of Appeals decision on your request. However, you may also contact our office the next day following the Public Hearing for the Zoning Board's decision.

Approval by the ZBA is just 1 of many steps to be taken for an individual wishing to construct a building or operate a business activity on property. It is important that all applicants ask the Office Staff for assistance for additional and required steps to complete the process.

VARIANCE REQUESTS:

1. In most situations, upon the approval of the ZBA, you will be required to obtain a building permit for the structure needing the Variance prior to construction. Furthermore, some structures will require a septic permit and/or an entrance permit prior to issuance of a building permit. Check with the Office Staff to see if your structure meets this requirement.

SPECIAL USE REQUESTS:

1. Approved dwelling sites:

- a. For sites that are 5 acres or less the parcel must be surveyed by a licensed Surveyor/ Engineer to prepare a Subdivision Plat to be signed by various Agencies and must be recorded with the Tazewell County Recorder of Deeds within 1 year from the date of approval by the ZBA. If the plat is not recorded within 1 year the Special Use will be revoked and a new Public Hearing and approval by the ZBA will be required.
- b. If the site contains more than five acres you may not have to go through the Subdivision Plat process. Instead a tract survey may be in order along with a recorded Deed. However there are situations in accordance with the State Plat Act that may require a Subdivision plat for certain parcels of 5 acres or more. Check with Office Staff!!!
- c. Where applicable a subdivision plat or tract survey along with a deed must be recorded prior to issuance of a building permit by the Community Development Department.
- d. The Platting Process May Require:
 1. Health Department Signature (may require a soil analysis prior to sign-off)
 2. Appropriate Road Official
 3. Municipality 1.5 mile jurisdiction
 4. County Clerk – to ensure property taxes are current
 5. Owners Certificate
 6. ***Plat Officer* please note the Plat Officer for Tazewell County is the last to sign the plat prior to recording**
 7. Other signatures as required
- e. Please ask the Office Staff to explain this process in more detail to gain complete understanding of what is required to complete this process.

2. Approved Special Use requests to conduct a business:

- a. In situations where there is no construction involved an applicant will be required to obtain a "change-in-use" permit prior to operation of a business as approved by the ZBA. Further in some cases a septic permit and/or entrance ay be required prior to issuance of the change-in-use permit. Check with the Office Staff to see if your activity requires this.
- b. The change in use permit shall be issued within 1 year from the date of approval by the ZBA. If a change-in-use permit it not issued within the 1year time frame the Special Use will be revoked and a new Public Hearing and approval by the ZBA will be required prior to operation of any activity related to the Special Use request.
- c. In cases where new construction is involved a building permit shall be issued by this office. However, prior to issuance of the building permit you may be required to obtain other required permits from required agencies. Please check with the Office Staff for more information regarding these types of situations.

In addition to the filing fee and publication fee for your zoning case, upon approval other fees and permits required may be:

1. Building permit fees
2. Change-in-use permit fee
3. 911 Address
4. Erosion Permit Fee
5. Stormwater Water Application Fee
6. Survey Review Fee
7. Commercial/Industrial projects will require a Plan Review for Compliance with the Tazewell County Building and Property Maintenance Code in addition to other related permits/fees.