ZONING PERMIT DROP-OFF SHEET

Please include the permit application and any supporting documentation which might be needed. If you have questions about what to submit, call 703-324-1359. Home Occupation Permits, Non-RUP and Temporary Special Permits (TSP) applications require a fee, please put it in an envelope provided and paper clip it to your submission.

For information about the status of your permit, once submitted, call 703-324-1359.

Date (dropped off):__________________

Time (dropped off):__________________

Contact Person:______________________  Phone Number:______________________

Must fill in  Must fill in

Alternate Phone #:____________________

Email address:______________________

Must fill in

Is this a ReSubmission? Yes ________ No ________

Notes:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

FOR ZONING PERMITS BRANCH USE ONLY

Assigned to:______________________  Date assigned:______________________

Supervisor Assigned:______________________  Date given to Supervisor:_______

Date returned to the Technician assigned:_______  Supervisor Initials:___________

Date put in the pick-up tray: ____________