



Department of Community Development  
 777 Lynn Street  
 Herndon, Virginia 20170-4602

**APPLICATION FOR APPROVAL OF A  
 BUILDING LOCATION SURVEY**  
 in accordance with § 78-155.6 (e)(1) of the Zoning Ordinance

Submittal of this form with **original signatures is required.** *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

Address of the Subject Property:		
Description of the Proposed Use:	<input type="checkbox"/> Addition with a footprint less than 750 square feet that requires a building permit.* (Does not include uncovered residential decks.)  <input type="checkbox"/> Accessory structure with a footprint of 150 square feet to 749 square feet.* (shed, garage, gazebo, etc.)  *For addition and accessory structure footprints of 750 square feet and greater, use the Application for a Single Lot Development Plan	
Estimated Floor Area of Proposed Use:		
Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? <input type="checkbox"/> No <input type="checkbox"/> Yes Please describe :		
Is Resource Protection Area zoning located on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Name and Title of Agent Acting on Behalf of Property Owner (if applicable):		
Mailing Address :		
E-mail address:	Telephone:	FAX

**APPLICATION FOR APPROVAL OF A BUILDING LOCATION SURVEY – continued**

**The undersigned hereby applies for approval of a Building Location Survey under the provisions of § 78-155.6 (e)(1) of the Herndon Town Code.**

***I hereby affirm and certify that:***

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

**Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent)**

**Date**

Name and Title of Property Owner or Contract Purchaser:

Mailing Address of Property Owner or Contract Purchaser:

E-mail address:

Telephone:

FAX:

**APPROVAL OF BUILDING LOCATION SURVEY**

Comments:

***Signature and Authorization of Zoning Administrator***

***Date***

**FOR OFFICE USE ONLY**

Application Received by:

Date:

Tax Map Reference:

Zoning District: \_\_\_\_\_

RPA       Not RPA

Status of Taxes:     Paid       Delinquent

**Distribution after approval:**

Applicant

Community Development

Public Works

Finance

**APPLICATION FOR APPROVAL OF A BUILDING LOCATION SURVEY – continued**

**TO BE SUBMITTED WITH THIS APPLICATION**

- \_\_\_\_\_ \$25 Application Fee payable by either check, cash or credit card.
- \_\_\_\_\_ Four copies of the proposed Building Location Survey prepared in accordance with the standards specified in the Zoning Ordinance.
- \_\_\_\_\_ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed).
- \_\_\_\_\_ A statement from the property owner(s) authorizing an agent to act on their behalf (if applicable).
- \_\_\_\_\_ An RPA Permit if:
  - (a) Resource Protection Area zoning is located on the property; or
  - (b) it is determined by the Zoning Administrator that an assessment is warranted because of the unique characteristics of the site or intensity of the proposed use or development.