



County of Mathews

Department of Planning & Zoning

P.O. Box 839 ▼ Mathews, VA 23109
(804) 725-4034 Fax: (804) 725-7249

FREQUENTLY ASKED QUESTIONS (FAQ's) REGARDING ZONING PERMIT APPLICATIONS

Q: *Do I need a permit for a house, manufactured home, shed, garage, swimming pool, pier, barn or other similar structure?*

A: Yes, you will need to provide the Zoning Administrator with information as to where the structure will be located on your property. A plat or a sketch plan of your property with the structure drawn to scale is required.

You may also be required to submit a Plan of Development (POD) for review and approval if you are proposing development or redevelopment of a parcel that exceeds 2,500 square feet of land disturbance within the Chesapeake Bay Preservation Area Overlay District.

If you are applying to erect/install a private pier/dock, bulkhead, rip-rap revetment, or groin on your property, you will also need to contact Thomas Jenkins, the Planning Department's Wetlands Administrator, for permit application requirements at (804) 725-1624

Q: *Do I need a permit for a fence?*

A: No, fences, flag poles, mail and newspaper boxes, hunting blinds and dog pens are exempt from the requirement to obtain a zoning permit.

Q: *Do I need a permit for installing a sign?*

A: Yes, in most cases. A business, organization or institution must obtain a permit for various types of signs, unless the sign is exempted from the permit requirements. In addition, a permit for a temporary sign or banner must be obtained for signs advertising a grand opening, special sale or other temporary activity. The County's zoning permit application has a section for signs.

Q: *Do I need a permit for an addition, deck, porch or gazebo?*

A: Yes, the Zoning Administrator must review the application to verify that the location and size of the addition or structure conform to the County's zoning regulations.



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Q: *Do I need a zoning permit if I want to start a business in the County?*

A: Yes, you will need to provide the Zoning Administrator with information about the type and location of your business in order that a determination may be made that the use is permitted in the proposed location and that the building conforms to the zoning regulations. In addition, you will need to contact the Building Official to determine if a building permit or certificate of occupancy is required and the Commissioner of the Revenue's Office to obtain a business license.

Q: *Can I operate a business from my home?*

A: Yes, in most cases. There are certain uses/activities, however, that are not permitted as home occupations. The County's zoning permit application has a section for home occupations. An applicant for a home occupation permit also must read and sign an affidavit regarding his/her understanding of the rules and regulations that apply to home occupations.

Q: *How do I find out the zoning district for my property?*

A. If you know the Tax Map Number, the property owner's name or the 911 address of the property, contact our office in order that we can provide the zoning district designation for the property.

Q: *What is the cost of a zoning permit?*

A: The fee for a zoning permit is \$25.00.

Q: *How long is a zoning permit valid?*

A: One (1) year from the date of issuance.

Q: *Are there other zoning forms or applications that may need to be filed with the County?*

A: Yes, depending on the nature of what is being requested there are additional forms that may be downloaded from the County's website---www.co.mathews.va.us. These include, but are not limited to, the following:

Conditional Use Permit Application
Rezoning Application



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Variance Request Application
Text Amendment Application

Note: For further information regarding when and if a zoning permit is required, please contact the Mathews County Department of Planning and Zoning at Ph. # (804) 725-4034.