

Building Location Survey

Instructions: Complete this form and submit to community.development@herndon-va.gov. Typed signatures will be accepted. Please consult 78-155.6(e) of the Town of Herndon Zoning Ordinance for additional information. **This form should be submitted along with the application fee of \$38 and two (2) copies of the proposed Building Location Survey prepared in accordance with the Zoning Ordinance.**

Property Address: _____

Project Description: _____

Structure Height: _____

Building Sq Ft.: _____

Sq. Ft. of Land Disturbance: _____

Attached Materials:

Photos

Drawings

Letter

Other

Applicant Name: _____

Applicant Information:

Email/Phone: _____

Mailing Address: _____

Property Owner Name: _____

Property Owner Information:

Email/Phone: _____

Mailing Address: _____

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

*A signed statement from the property owner(s) authorizing the agent to act on their behalf may be submitted in lieu of property owner signature

For TOH-CD Office Use Only - Pre-Submission Review

Application Review:

Exempt

BLS Review

Plan Review

Modification Type:

Addition

Accessory Structure

Other

Date Reviewed: _____

Staff Name: _____

Incomplete

Complete

For TOH-CD Office Use Only - Submission Review

Application Fee:

\$38

RPA Impacts: No Yes

Taxes Status:

Paid

Delinquent

Received By: _____

Date Received: _____

Case #: _____

Tax Map Reference #: _____

Assigned To: _____

Date Assigned: _____

For TOH-CD Office Use Only - BLS Review

Decision:

Resubmission Necessary

Resubmission Number: _____

Approved as submitted

Approved with conditions

Denied

Date Reviewed: _____

Staff Name: _____