

**COUNTY OF FREDERICK, VA**  
**Zoning Review for a Business License**

*Please provide the following information about your business. It is important that all of the requested information is provided completely to ensure accurate review by the Planning Department staff. Incomplete applications may not be reviewed or approved. If you have any questions about this form or the zoning regulations of Frederick County, please contact the Planning Department at (540) 665-5651. Approval of this form is required prior to issuance of a business license.*

APPLICANT NAME: \_\_\_\_\_ DAYTIME PHONE #: \_\_\_\_\_  
STREET ADDRESS OF BUSINESS (*provide actual location of business – this address may be different from the mailing address*): \_\_\_\_\_  
OWNER(S) OF PROPERTY (*if different from applicant*): \_\_\_\_\_  
BUSINESS/TRADE NAME: \_\_\_\_\_  
DESCRIPTION OF BUSINESS (*please be as detailed as possible*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF BUSINESS IS HOME-BASED (*Home or Cottage Occupation*):** Frederick County home occupation businesses are not permitted additional employees, customer parking/reception, signage, outdoor storage, or more than one business vehicle on the property. Please answer the following:

1. Number of employees other than members of household: \_\_\_\_\_
2. Will any new construction or alterations be necessary: Yes \_\_\_\_\_ No \_\_\_\_\_
3. Business will be located within: House \_\_\_\_\_ Accessory Structure \_\_\_\_\_
4. Name of subdivision property is located within (where applicable): \_\_\_\_\_
5. Are any other businesses located on the property: Yes \_\_\_\_\_ No \_\_\_\_\_ (if so, please provide name and description of business \_\_\_\_\_)

**IF BUSINESS IS LOCATED WITHIN A COMMERCIAL/INDUSTRIAL DISTRICT:** All businesses located within the commercial and industrial zoning districts of Frederick County require an approved commercial site plan on file with the County. Please answer the following:

1. Will any new construction or alterations be required on the site: Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does this property have a Site Plan, approved by Frederick County: Yes \_\_\_\_\_ No \_\_\_\_\_
3. If yes, provide the approved Site Plan # (available from Frederick County Planning): \_\_\_\_\_
4. Is the proposed business located within an existing building or shopping center: Yes \_\_\_\_\_ No \_\_\_\_\_
5. If yes, provide the name of the shopping center/business/industrial park, etc. property is located within (where applicable): \_\_\_\_\_

*By submitting this form to the Planning Department, the applicant certifies (1) that the provided information is true and correct to the best of his/her knowledge, and (2) that he/she is authorized to sign on behalf of Applicant.*

\_\_\_\_\_  
AUTHORIZED SIGNATURE                      PRINT NAME                      TITLE/CAPACITY TO SIGN                      DATE

***Please Do Not Write Below This Line – For Planning Department Staff Review Only***

PROPERTY IDENTIFICATION # (PIN): _____	ZONING DISTRICT: _____
Record Number: _____	
Based upon the information provided by the applicant, is the use proposed for the above-referenced location permitted in the identified zoning district? <b>YES</b> _____ <b>NO</b> _____	
STAFF COMMENT: _____ _____ _____	
STAFF SIGNATURE: _____	DATE: _____