



City of Fredericksburg
COMMUNITY PLANNING & BUILDING DEPARTMENT
 715 Princess Anne Street/ P.O. Box 7447
 Fredericksburg, VA 22404
 Telephone: 540-372-1179

ACCESSORY STRUCTURE ZONING PERMIT

Fee: \$0 (For Structures < 256 square feet and No Building Permit is Required)

Date of Application: _____ Project Address: _____

Zoning District: _____ Is this property located in the Historic District? Yes _____ No _____

Applicant Information

Name of Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner Information (If different from applicant)

Name: _____ Phone: _____

Address: _____

The following information is required to be submitted with the application:

1. Plat, tax map, or sketch that shows:
 - a. Location of the proposed accessory structure.
 - b. The distance between the proposed structure and the side and rear property lines.
 - c. Location and dimensions, including height, of any structures currently on the property.

Brief description of work to be done and proposed use: _____

The following information is required: Dimensions (width, length, and height) of structure.

Width: _____ feet **Length:** _____ feet ***Total square footage:** _____ **Height:** _____ feet

*Accessory structures greater than 256 square feet require a building permit.

It is the applicant's responsibility to ensure that any accessory structure(s) proposed to be located within easements of any kind or around fire protection facilities, have the necessary authorization from the easement holder. If the City is the easement holder, the Department of Public Works must authorize the proposed structure within the easement. The City shall not be responsible for damage to accessory structures that must be removed by an easement holder to access such easements or facilities.

This permit only grants permission under City Code §72-24 for an accessory structure on your property, based on information that you have provided. The City is not responsible for determining that you own the property on which the accessory structure will be placed, that you have all other permissions required to do so (for example, permission from anyone holding an easement on the property), or that you will not be interfering with utility lines.

The undersigned owner/applicant does hereby agree and certify that the information given is true.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

All accessory structures shall conform to the applicable requirements of the City of Fredericksburg's Unified Development Ordinance.

For Completion by the Community Planning & Building Department

Approved

Disapproved

Comments: _____

Development Administrator _____

Date _____

This decision can be appealed in accordance with City Code § 72-24.7.

Permit #: _____

72-42 ACCESSORY USE STANDARDS

72-42.1 Purpose

This section authorizes the establishment of accessory uses that are incidental and customarily subordinate to principal uses. The purpose of this section is to allow a broad range of accessory uses, so long as such uses are located on the same site as the principal use, and so long as they comply with the standards set forth in this section in order to reduce potentially adverse impacts on surrounding lands.

72-42.2 General Standards and Limitations

A. Compliance with Ordinance Requirements

Except as otherwise specifically provided in this Ordinance, accessory uses are permitted for an in connection with any use that is allowed by right or by special use permit. All accessory uses and accessory structures shall conform to the applicable requirements of this Ordinance, including Article 72-3: Zoning Districts, Article 72-4: Use Standards, and Article 72-5: Development Standards. The provisions of this section establish additional standards and restrictions for particular accessory uses and structures.

B. General Standards

All accessory uses and accessory structures shall meet the following standards:

1. Directly serve the principal use or structure;
2. Be customarily accessory and clearly incidental and subordinate to the principal use and structure;
3. Not exceed 25 percent of the heated floor or buildable area of the principal use, except where otherwise allowed by this Ordinance;
4. Be owned or operated by the same person as the principal use or structure;
5. Together with the principal use or structure, not violate the bulk, density, parking, landscaping, or open space standards of this Ordinance; and
6. Not constitute a combination use, which is the combination of two principal uses (combination uses will not meet the above standards in terms of being subordinate or providing service to the principal use).
7. No accessory use shall be located on a lot prior to development of an associated principal use.
8. An accessory use or structure may be approved in conjunction with or subsequent to approval of the principal use or structure.

72-42.3 Location of Accessory Uses or Structures

No accessory use or structure shall occupy more than 30 percent of the rear yard.

1. No accessory structure shall be located in the front yard. No accessory structure requiring a building permit shall be closer to a front lot line than the principle structure.
2. No accessory use or structure shall be closer than five feet to a side or rear lot line, except that if the principle structure has a setback of less than five feet, then the setback of an accessory structure may be the same as exists for the principle structure.
3. No accessory structure shall be located within any platted or recorded easement or over any known utility unless written authorization is provided from the easement holder or the city, as appropriate.
4. An accessory structure may be located within the rear yard of a double frontage lot provided:
 - a. The lot is zoned with a nonresidential, mixed-use, or planned development district designation;
 - b. The lot across the street has a nonresidential, mixed-use, or planned development district designation;
 - c. The accessory structure does not exceed 12 feet in height, or one story, whichever is less;
 - d. The accessory structure setback is at least five feet from the rear lot line; and
 - e. The area between the accessory structure and adjacent street includes landscaping that is capable of screening the structure when it is mature.

72-42.4 Maximum Height

No accessory structure shall exceed 25 feet in height, or 10 feet in height if located in a side or rear yard.

S. Zoning Permit

1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

By the Zoning Administrator:

- **Accessory Structure Permit** – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.
<https://www.fredericksburgva.gov/documentcenter/view/340>
- **Antenna Structure Permit** – A permit required before to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- **Certificate of Zoning Use** – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.
<https://www.fredericksburgva.gov/documentcenter/view/345>
- **Fence/Wall Permit** – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- **Home Occupation Permit** – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- **Homestay Permit** – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- **Temporary Use Permit** – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.
<https://www.fredericksburgva.gov/documentcenter/view/360>

By the Development Administrator:

- **Sign Permit** – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.
<https://www.fredericksburgva.gov/documentcenter/view/357>

By the Stormwater Administrator:

- **Land Disturbance Permit** – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.
<https://www.fredericksburgva.gov/documentcenter/view/7078>

2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

3. Things to Know

Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

4. Submittal Requirements

Applications are available on the City's website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

Process Flow Chart **Administrative Permit**

