

Zoning Review Frequently Asked Questions (FAQ)

Planning & Zoning Office

Town of Wytheville

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What is the purpose of the zoning review? Planning staff evaluates the information provided to ensure that a new project is in compliance with the Zoning Ordinance.

How is this different from the past? In the past, the Building Department reviewed zoning at the same time as the building permit. On April 1, 2022, staff initiated a new workflow to require a zoning review prior to the building permit application process.

Why was this change needed? As the town has grown in population and more development is occurring, it is necessary to divide up the tasks associated with permitting and site development reviews. Planning staff is most familiar with the Zoning Ordinance, and it is more practical for planning staff to conduct this review.

Can I apply for a building permit before zoning review has occurred? The Planning Office must approve the zoning review form, before you can apply for and receive a building permit through the Building Department

How do I apply for a zoning review? The zoning review form is available at the Town website <https://www.wytheville.org/permits-applications>, and the municipal offices. Complete the zoning review form, attach a site plan (hand drawn is acceptable), and the property deed. Return the form and site plan to the Planning Office. There is no fee. You can hand deliver the form to the Municipal Building at 150 E. Monroe Street, mail it in, or email it to the contact shown in the header. When the zoning review is complete, the form with approval signature will be returned back to you. After the zoning review is approved by planning staff, the next step is to apply for a building permit in the Building Department.

Do all projects require a zoning review? New structures, additions to structures, new decks or any construction that adds to the original footprint of a structure will require a zoning review. Site development plans for commercial, industrial, or multi-family projects will require a zoning review. A change in use from one use to a different use of a structure or site will require a zoning review. For example, if you are remodeling an existing home into a new commercial use, a zoning review is required. New site development with aspects of zoning standards, such as signs, buffer yards, and fences will require a zoning review. Projects that happen within the footprint of an existing building and the building trades (electrical, mechanical, plumbing) do not require a zoning review, and will only require a building permit from the Building Department.