



CITY OF COLONIAL HEIGHTS

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

City Hall • 201 James Avenue • P.O. Box 3401
Colonial Heights, Virginia 23834

Joseph Carter, AICP
Director

* Attention *

- Are you making additions to your building?
- Are you installing a new fence or replacing an old one?
- Are you constructing a garage or a deck?



You need a Zoning Permit

You must include a copy of the **PLAT** from
the Courthouse or a recent **SURVEY**

Effective immediately zoning permit applications for such work on single-family and duplex dwellings, to include fence permits, and any work exempt from submitting a site plan for approval per City Code Section 286-326.46, is **required to include the submission of a recent survey/plat drawn to scale** identifying the following information:

- the property for which a permit is requested;
- the dimensions of the proposed improvement drawn to scale; and
- the distances between the proposed improvement to each property line and/or adjacent structure.

Copies of recorded plats can be obtained from the Circuit Court Clerk's Office located at:

City of Colonial Heights Courthouse

550 Boulevard

Colonial Heights, VA 23834-3743

Hours of Operation: 8:00am - 4:00pm Mon - Fri

For questions, please contact the
Planning and Community Development Department:
(804)520-9297