



City of Newport News
 Department of Codes Compliance
 2400 Washington Avenue, 3rd Floor
 Newport News, Virginia 23607
 Phone: (757)926-8861 Fax: (757)926-8311
 Email: propmt@mngov.com

Building Permit # _____
 Tax ID# _____

PLOT Diagram

*****SURVEY PLAT or SITE PLAN is required. If unavailable, follow instructions below.**

INSTRUCTIONS

- *Three (3) identical sets of site plan (2 paper and 1 electronic copy in PDF format). Drawn to scale and showing all parts of construction (i.e., house, decks, porches, exterior stairs, driveway, sheds, garage, pool, & pool decks). For new construction a survey/site plan drawn by a licensed engineer or surveyor is required. For additions and new-detached accessory structures, an existing site plan showing proposed structures drawn to scale is acceptable.*

***Note: NO BUILDING OR OTHER STRUCTURE IS PERMITTED TO ENCROACH UPON THE CITY RIGHTS OF WAY. CAUTION MUST BE EXERCISED WHEN ERECTING FENCING AND SIMILAR STRUCTURES.**

<u>ADDRESS:</u> _____	<u>SUBDIVISION:</u> _____	<u>LOT:</u> _____
<u>ZONING DISTRICT:</u> _____	<u>TYPE OF STRUCTURE:</u> _____	
<u>VARIANCE/SPECIAL EXCEPTION#:</u> _____	<u>DATE OF APPROVAL:</u> / /	
<u>MINIMUM SET-BACK REQUIREMENTS:</u>	<u>FRONT-</u> _____	<u>SIDE-</u> _____
		<u>REAR-</u> _____

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Please attach copy of survey with proposed construction

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FRONT PROPERTY LINE

STREET NAME: _____

Applicant Name (PRINT)	Signature	DATE	Telephone Number
Zoning Office Approval	/ / DATE	Zoning Field Approval	/ / DATE