



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.**

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

A
D
J
A
C
E
N
T

S
T
R
E
E
T

N
A
M
E

A
D
J
A
C
E
N
T

S
T
R
E
E
T

N
A
M
E

FRONT PROPERTY LINE

STREET NAME: _____

 Applicant Name (PRINT)

 Signature

____ / ____ / ____
 DATE

 Telephone Number

 Zoning Office Approval

____ / ____ / ____
 DATE

 Zoning Field Approval

____ / ____ / ____
 DATE