



P.O. Box 209 | 6 East Pennsylvania Avenue
 Lovettsville, VA 20180
 (540) 822-5788

ZONING CERTIFICATE
Application for Conversion of Use
 Zoning Ordinance, Sec. 42-31

Property Owner's Name: _____ **Owner(s) Initials:** _____

Address (Mailing) _____ E-Mail: _____

Town/City: _____ State: _____ Zip: _____

Telephone: Work _____ Mobile _____ Fax _____

Tenant Name: _____

Address (Mailing) _____ E-Mail: _____

Town/City: _____ State: _____ Zip: _____

Telephone: Work _____ Mobile _____ Fax _____

Subject Parcel Information:

Street Address: _____

PIN (Property Identification Number): _____

Lot Size (sq. ft.): _____ Existing parking spaces on site (painted or wheel stops): _____

Zoning District (e. g., C-1): _____

Nature of Request

- A) Current or previous (within the past two (2) years) use or activity on the site:
- B) Proposed use/activity (explain in detail, e.g. change from personal services with office to retail only):
- C) Total number of square feet of proposed use(s)/activity(s) on site. Please include inside and outside uses. (List separately if more than one use):

PLEASE NOTE THAT SIGNS FOR A CONVERTED USE REQUIRE A SEPARATE APPLICATION

I hereby certify that I am the property owner and this application in all its parts, including the accompanying development plan proposal, is complete, correct and in compliance with the applicable Town of Lovettsville Ordinances, to the best of my knowledge. I acknowledge responsibility for all engineering, legal, zoning and planning review fees incurred by the Town in connection with the review of this application. I agree that all outstanding debts owed to the Town of Lovettsville and Loudoun County must be paid prior to filing this application. If I am the tenant I will provide the owner's initials at the top of this form.

Signature of Property Owner(s) or Tenant	Printed Name of Property Owner(s) or Tenant	Date
(Attach sheet for additional names)		

-----Office Use Only-----

Date Application Received _____ Application Complete _____ Application Fee Paid _____ Real Estate Taxes Paid _____

Loudoun County Personal Property Taxes Paid _____ All Fees Owed to Town Have Been Paid (Including Auto Decal) _____

APPROVED: Yes No

DATE: _____ **SIGNATURE OF ZONING ADMINISTRATOR** _____ **(PRINT NAME)**