

MESSAGE TO BUILDERS: In an effort to meet the needs of the construction community during the coronavirus pandemic and closure of town offices to the public, the Town of Colonial Beach is shifting to a primarily online permit review and approval process. Attached are the zoning permit/site plan review application, utility availability form, and Public Works land use permit for improvements in the right-of-way. Until town offices are open to the public, the following steps should be taken for zoning permit review and approval of new single family dwellings and expansion projects:

- Download and complete the attached forms
- Either email to [rmurphy@colonialbeachva.net](mailto:rmurphy@colonialbeachva.net) or place in drop box at Town Hall the completed utility availability form and land use permit form (in the event that a utility extension is necessary, Public Works will coordinate necessary bond amounts with the applicant via email)
- Once you receive an emailed notification of approval of the utility availability and land use permit forms, along with calculated required bond amounts, you may either email to [rdouglas@colonialbeachva.net](mailto:rdouglas@colonialbeachva.net) or drop in box at Town Hall the completed zoning permit application and electronic copy of the site plan
- Staff will review completed zoning permit applications when received and may conduct on-site review on Mondays and Tuesdays of each week and notify the applicant of any necessary corrections or concerns (as always, we can review draft site plans provided via email prior to formal submission)
- Upon review and approval, staff will email a copy of the zoning permit invoice to the applicant
- Place separate checks in the Town Hall drop box (or pay permit and utility fees online) as follows: 1) zoning permit fees as stated on the permit invoice (to include site plan review, 911 addressing, E&SC inspection, etc.); 2) utility connection fees (\$6,000 or as otherwise determined); 3) bond for E&SC (\$1,000); and 4) bond as determined in Public Works land use permit (driveway, sidewalks, etc.)
- Once you receive either an emailed record of payment and/or zoning permit, you may proceed to obtaining a building permit from Westmoreland County

MESSAGE TO RESIDENTS: In an effort to meet the construction-related needs of our residents during the coronavirus pandemic and closure of town offices to the public, the Town of Colonial Beach is shifting to a primarily online permit review and approval process. Attached are the woodlot management (tree removal) application and zoning permit application typically used by the public for such needs as new sheds/accessory structures, decks, and building renovations. If you have any other zoning-related needs, please send an email to [rdouglas@colonialbeachva.net](mailto:rdouglas@colonialbeachva.net). Until town offices are open to the public, the following steps should be taken to receive any needed permit:

- via Download and complete the attached forms
- Either email to [rdouglas@colonialbeachva.net](mailto:rdouglas@colonialbeachva.net) or drop in box at Town Hall the completed permit application
- Staff will review completed zoning permit applications when received and may conduct on-site review on Mondays and Tuesdays of each week and notify the applicant of any necessary corrections or concerns (as always, we can review draft site plans provided via email prior to formal submission)
- Upon review and approval, staff will email a copy of the zoning permit invoice to the applicant
- Place a check in the Town Hall drop box (or pay permit fee online)
- Once you receive either an emailed record of payment and/or zoning permit, you may proceed to obtaining a building permit from Westmoreland County if necessary or complete the requested work