

ZONING REVIEW

GPIN# _____

CURRENT ZONING: _____

PROPOSED USE: _____

ADDITIONAL COMMENTS: _____

APPROVED BY: _____

DATE: _____

ALL BUSINESSES LOCATED WITHIN THE TOWN OF ASHLAND ARE REQUIRED TO HAVE A TOWN BUSINESS LICENSE. THE LICENSE IS CALCULATED UPON GROSS RECEIPTS (OR GROSS PURCHASES FOR A WHOLESALE MERCHANT). ANY BUSINESS WITH GROSS RECEIPTS OF LESS THAN ONE (\$1,000.00) THOUSAND DOLLARS SHALL BE REQUIRED TO FILE AN APPLICATION, BUT WILL BE EXEMPT FROM THE LICENSE FEE.

RENEWAL APPLICATIONS AND PAYMENT MUST BE RECEIVED OR POSTMARKED ON, OR BEFORE MAY 1 TO AVOID LATE CHARGES. IF AN EXTENSION HAS BEEN FILED ON THE TAX RETURN PLEASE ESTIMATE THE GROSS RECEIPTS AND HAVE YOUR ACCOUNTANT MAIL OR FAX ON LETTERHEAD A STATEMENT CERTIFYING THE GROSS RECEIPTS.

APPLICATIONS FOR NEW BUSINESSES WILL BE REVIEWED BY THE PLANNING DEPARTMENT TO ENSURE THAT THE BUSINESS LOCATION IS PROPERLY ZONED BEFORE A LICENSE WILL BE ISSUED. THE PLANNING DEPARTMENT MAY BE CONTACTED AT 804-798-1073 BETWEEN THE HOURS OF 8:30 A.M. & 5:00 P.M. MONDAY THROUGH FRIDAY.

CONTACT HANOVER COUNTY CIRCUIT COURT, 804-730-6000 IF YOU WILL BE OPERATING A BUSINESS UNDER AN ASSUMED OR FICTITIOUS NAME. TRADE NAMES THAT INCLUDE THE SOLE PROPRIETOR'S LAST NAME DO NOT HAVE TO BE RECORDED. TRADE NAMES USING ONLY AN INDIVIDUAL'S INITIALS OR ANY OTHER FICTITIOUS NAMES, WHICH DIFFER FROM THE ACTUAL SOLE PROPRIETOR, PARTNERSHIP, LLC, OR CORPORATE NAME MUST BE RECORDED WITH THE CLERK'S OFFICE. CODE OF VIRGINIA 59.1-74 REQUIRES PROOF OF RECORDATION BEFORE A LICENSE MAY BE ISSUED.

GROSS RECEIPTS* MUST BE REPORTED USING THE SAME METHOD OF ACCOUNTING AS IS USED FOR FEDERAL INCOME TAX PURPOSES.

IF THE BUSINESS HAS CLOSED, PLEASE FILL IN BUSINESS NAME AND ADDRESS ON FRONT AND RETURN TO P.O. BOX 1600, ASHLAND VA 23005.

PLEASE STATE LAST DAY OF OPERATION.

CLOSED AS OF: _____