

Botetourt County Development Services Planning & Zoning Department

<http://www.botetourt.org>

ANIMALS

- **How many dogs may I keep without a Special Exception Permit?**
The Zoning Ordinance allows a maximum of four (4) dogs aged six months or greater per residence. Have more than four (4) dogs requires a SEP for a kennel.
- **Can I have horses on my property?**
Livestock is a permitted use by right in the A-1, Agricultural, FC, Forest Conservation and AR, Agricultural Rural Use Districts. *However*, if you live in a subdivision, check with the [Circuit Court Clerk's Office](#) to see if there are any Deed Restrictions or Covenants and Restrictions recorded for your property.

BUSINESS

- **Where can I find information on signs for my business?**
See Sec. 25-461 through 25-463 of the [Municipal Code](#) for the Botetourt County Sign Ordinance.
- **I would like to open a business that is not listed in the Zoning Ordinance. What procedure should I follow?**
Contact [Staff](#) with the proposed location, hours of operation, specific type of business uses and other relevant information. Mail, email, or fax this to the [Planning and Zoning Department](#).
- **I would like to work from my home. Does the county regulate this?**
Yes, please see Sec. 25-435 *Home Occupations, home businesses, and rural home businesses* in the [Zoning Ordinance](#). [Staff](#) is available via phone or email to answer your questions.

HOUSING

- **What permits do I need to replace my manufactured home (HUD)?**
When a manufactured home (formerly referred to as "mobile home") is placed or moved in Botetourt County, a *Manufactured Home (HUD) Placement Permit* must be obtained. This is available in the [Planning & Zoning Department](#) for \$35. Additional fees may be required from other departments. Required information: Address (or Tax ID #) of property, phone number, year of manufactured home, size (single, double or triple wide), number of bathrooms, number of bedrooms, approved well and septic permits from the Health Department, plus directions to the site. Also, both the property owner and the manufactured home owner must have their original signature notarized on the application. [Sec. 25-437](#).
- **Can I use the old manufactured home for storage?**
No, the [Zoning Ordinance](#) states that manufactured homes can only be used for residential purposes. When a manufactured home is replaced or no longer used as a residence, it must be removed from the property within thirty (30) calendar days.
- **What is the distance (setback) a residence or accessory building must be located from a property line? How many accessory buildings or sheds are allowed on my property?**
Please contact the Planning & Zoning office for this information.

We need to build an addition onto our house, but cannot meet the setback requirements. What can we do?

Contact [Staff](#) about a Variance application. Variance requests are heard by the Botetourt County Board of Zoning Appeals.

PROPERTY

- **My neighbor has several junked cars, but won't remove them. Is this allowed?**
If there are five (5) or fewer inoperable vehicles on a parcel of property, contact the [Botetourt County Sheriff's Department](#). If there are more than five (5) inoperable vehicles, contact the [Planning and Zoning Office](#).
- **My neighbor moved away and the yard is never mowed. Who can take care of this?**
Contact the [Building Office](#).
- **Do I need a building permit to add a shed or accessory building to my property?**
Contact the [Building Office](#). Also check with the [Planning and Zoning Office](#) for setbacks and zoning information.
- **Our house is being built. How do I obtain my new address?**
Contact Diana Asbury at 473-8400
- **How can I find out if public water and sewer is available on my property? How much are the connection fees?**
Contact the [Public Works Department](#).
- **What is the required distance between the well and septic?**
Contact the [Health Department](#) for any questions related to well and septic.
- **How much land can be graded without a permit?**
Contact the Erosion and Sediment Control Administrator in Development Services.
- **How can I tell if there are any easements on my property?**
Contact the office of the [Clerk of the Circuit Court](#).

Resources

BOTETOURT COUNTY DEVELOPMENT SERVICES	5 WEST MAIN STREET, SUITE 100, FINCASTLE 24090
BUILDING OFFICE	P: 540.473.8248 F: 540.473.2018
EROSION & SEDIMENT CONTROL	P: 540.473.8248 F: 540.473.2018
PLANNING & ZONING	P 540.473.8320 F: 540.473.2018
MUNICIPAL CODE:	ZONING: CHAPTER 25 SUBDIVISION: CHAPTER 21
	HTTP://WWW.CO.BOTETOURT.VA.US/GOVERNMENT/MUNICIPAL_CODE.PHP
BOTETOURT COUNTY HEALTH DEPARTMENT	P. O. BOX 220, 21 ACADEMY ST., FINCASTLE 24090
	P: 540.473.8240 F: 540.473.8242
BOTETOURT COUNTY PUBLIC WORKS DEPARTMENT	30 WEST BACK STREET, FINCASTLE 24090
	P: 540.473.8316 F: 540.473.8360
BOTETOURT COUNTY SHERIFF'S DEPARTMENT	P. O. BOX 18, 205 N. ROANOKE ST., FINCASTLE 24090
	P: 540.473.8230
BOTETOURT COUNTY CIRCUIT COURT	P. O. BOX 219, 1 WEST MAIN STREET, FINCASTLE 24090
	P: 540.473.8274