

CONTACT WITH LOCAL ZONING ADMINISTRATOR

THE FOLLOWING INDIVIDUAL PLANS TO SUBMIT AN APPLICATION FOR A LICENSE TO OPERATE A FAMILY DAY HOME PURSUANT TO § 63.2-100 OF THE CODE OF VIRGINIA

To Be Completed by Operator of Family Day Home

NAME OF APPLICANT _____

PHYSICAL ADDRESS _____
STREET OR ROUTE NO. CITY STATE ZIP

APPLICANT'S TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

THE HOME IS LOCATED IN THE COUNTY OR CITY OF _____

APPLICANT IS REQUESTING A LICENSE TO CARE FOR THE FOLLOWING NUMBER OF CHILDREN (NOT INCLUDING CHILDREN WHO RESIDE IN THE HOME): _____

To Be Completed by Local Zoning Administrator

THE ZONING ADMINISTRATOR'S SIGNATURE ON THIS FORM VERIFIES THAT THE APPLICANT HAS INFORMED THE ZONING ADMINISTRATOR OF HIS/HER PLANS TO APPLY FOR A LICENSE TO OPERATE A FAMILY DAY HOME AT THE ADDRESS ABOVE.

Tax Map #	Parcel #	Zoning District
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Printed Name of Zoning Administrator

Signature of Zoning Administrator Date

Telephone Number: _____

Email Address: _____

Comments:

For questions, please contact your Area Licensing Office (Information Attached)

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LICENSING PROGRAMS
CONTACT INFORMATION**

NORTHERN LICENSING OFFICE

410 Rosedale Court, Suite 270

Warrenton, Virginia 20186

Tel: (540) 347-6345, Fax: (540) 347-6304

Counties: Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford. **Adult Facilities Only: Culpeper**

Cities: Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City

CENTRAL LICENSING OFFICE

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008

Tel: (804) 662-9743, Fax: (804) 662-7023

Counties: Amelia, Brunswick, Caroline, Chesterfield, Cumberland Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottaway, Powhatan, Richmond, Westmoreland.

Adult Facilities Only: Louisa, Fluvanna, Albemarle & Charlottesville

Cities: Blackstone, Colonial Heights, Farmville, Hopewell Lawrenceville, Petersburg, Richmond, West Point.

EASTERN LICENSING OFFICE

Pembroke Office Park

291 Independence Boulevard Pembroke IV Office Building, Suite 300 Virginia Beach, Virginia 23462-5481

Tel: (757) 491-3990, Fax: (757) 552-1832

Counties: Accomack, Northampton, Greenville, Isle of Wight, Southampton

Cities: Chesapeake, Emporia, Franklin, Norfolk, Portsmouth Suffolk, Virginia Beach

PENINSULA LICENSING OFFICE

11751 Rock Landing Drive, Suite H6, Newport News, Virginia 23606

Tel: (757) 247-8020, Fax: (757) 247-8024

Counties: Charles City, Gloucester, James City, Mathews, New Kent, Middlesex Prince George, Surry, Sussex, York

Cities: Hampton, Newport News, Poquoson, Williamsburg

WESTERN LICENSING OFFICE

190 Patton Street, Abingdon, Virginia 24210

Tel: (276) 676-5490, Fax: (276) 676-5621

Counties: Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe

Cities: Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford.

FAIRFAX LICENSING OFFICE

3701 Pender Drive, Suite 125, Fairfax, Virginia 22030

Tel: (703) 934-1505, Fax: (703) 934-1558

Counties: Arlington, Loudon, Fairfax

Cities: Alexandria, Annandale, Centreville, Fairfax, Falls Church, Herndon

VALLEY LICENSING OFFICE

Augusta Professional Park

57 Beam Lane, Suite 102, Fishersville, Virginia 22939-2206

Tel: (540) 332-2330, Fax: (540) 332-7748

Counties: Augusta, Clarke, Frederick, Greene Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren

Cities: Harrisonburg, Staunton, Waynesboro Winchester

Children's Facilities Only: Albemarle, Charlottesville, Louisa, Fluvanna & Culpeper

PIEDMONT LICENSING OFFICE

1351 Hershberger Road, Suite 210, Roanoke, Virginia

24012 Tel: (540) 204-9615, Fax: (540) 561-7536

Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston

Children's Only: Farmville

Cities: Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, Lynchburg, Martinsville, Roanoke, Salem.