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.

<table>
<thead>
<tr>
<th>Tax Map #</th>
<th>Parcel #</th>
<th>Zoning District</th>
</tr>
</thead>
</table>

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)

032-05-0982-03-eng (07/15)
VDSS/CENTRAL LICENSING OFFICE
1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008
Tel: (804) 662-9743, Fax: (804) 819-7113 or (804) 819-7114
Counties: Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottoway, Powhatan, Richmond, Westmoreland
Cities: Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, Westpoint

VDSS/CHILD WELFARE LICENSING UNIT
(Child-placing agencies, children’s residential facilities and independent foster homes)
1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008,
Tel: (804) 662-7053, Fax: (804) 819-7113 or (804) 819-7114
Covers: Statewide - all Cities and Counties of the Commonwealth of Virginia

VDSS/EASTERN LICENSING OFFICE
420 N. Center Drive, Suite 100
The Shenandoah Building, #11
Norfolk, Virginia 23502-0015
Tel: (757) 985-4700, Licensing Fax: (757) 455-0836
Main Fax: (757) 455-0840, Quality Control Fax: (757) 455-0841
Counties: Accomack, Northampton, Greensville, Isle of Wight, Southampton
Cities: Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach

VDSS/FAIRFAX LICENSING OFFICE
3701 Pender Drive, Suite 125, Fairfax, Virginia 22030
Tel: (703) 934-1505, Fax: (703) 934-1558
Counties: Arlington, Loudoun, Fairfax
Cities: Alexandria, Annandale, Fairfax, Falls Church, Leesburg, Herndon, Vienna

VDSS/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.

VDSS/PIEDMONT LICENSING OFFICE
210 First Street, S.W., Suite 200, Roanoke, Virginia 24011
Tel: (540) 204-9631, Fax: (540) 561-7569
Counties: Allegheny, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston
Cities: Bedford, Buena Vista, Clifton Forge, Covington, Danville, Farmville, Lexington, Lynchburg, Martinsville, Roanoke, Salem

VDSS/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, Middlesex, New Kent, Prince George, Surry, Sussex, York
Cities: Hampton, Newport News, Poquoson, Williamsburg

VDSS/VALLEY LICENSING OFFICE
UVA Medical Park-Augusta
57 Beam Lane, Suite 102, Fishersville, Virginia 22939-2206
Tel: (540) 332-2330, Fax: (540) 332-7748
Counties: Albemarle, Augusta, Clarke, Culpeper, Fauquier, Greene, Highland, Louisa, Madison, Orange, Page, Rockingham, Shenandoah, Warren
Cities: Charlottesville, Culpeper, Harrisonburg, Staunton, Waynesboro, Winchester

VDSS/WESTERN LICENSING OFFICE
190 Patton Street, Abingdon, Virginia 24210
Tel: (276) 676-5655, Fax: (276) 676-5621
Cities: Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford

HOME OFFICE
Virginia Department of Social Services
Division of Licensing Programs
801 East Main Street, 9th Floor
Richmond, Virginia 23219-2901
Tel: (804) 726-7154, Fax: (804) 726-7132
VDSS-Licensing’s statewide toll-free number: 1-800-543-7545 or for the Richmond area only, call 804-692-2394.

(Rvsd 11/06/17)