

County View Web: FAQs

1. What is CountyView Web?

- a. CountyView Web is Albemarle County's application tracking database for both Building and Planning applications. This database allows staff, and now via the Web, public to track Building and Planning applications from initial acceptance through the review process, issuance/or approval of the permit and completion of a building or planning project.
- b. For applicants of Building Permits, you may also **schedule** required inspections.

2. What do you mean by Building and Planning (aka Development) applications?

- a. All commercial, residential, and some agricultural structures are required to have an approved Building Permit issued by the County. All Building Permits are assigned a 10-13-digit Building Permit number. For example, **B200801234XXXX** – where **B** is for building; **2008** is the year applied; **01234** is the next sequential permit number; and **XXXX** is the suffix that determines the type of building, (i.e. SF = Single Family, SFTH=Single Family Townhouse, S = Sign, NC=New Commercial...).

Planning applications typically have more to do with land and land use than the structures on it. All commercial site plans, division of land, re-zoning of land, special use of land, and amendments to ordinances require an application and approval from the County. All Planning applications are assigned a 10-13 –digit number. For example **XXXX200801234** – where **XXXX** determines the type of application; **2008** is the year applied; and **01234** is the next sequential application number. (See question 6 for more details.)

3. What do I need to know to find information on CountyView Web?

- a. Once you have accessed CountyView Web, you will need to know at least one (1) of the following: 1) Permit/Application Number; 2) Parcel ID (Tax Map and Parcel Number); or 3) Property Address (Street Name and, if possible Street Number).

4. Where do I find the above information?

- a. If you are the applicant, you will find the all of the above information on the paperwork you received when applying for your permit.

If you are not the applicant, you will need to know at least one of the items in Question 3. If you know the owner's name or have a general idea of the area; you can find the Parcel ID and/or Property Address by visiting the County's GIS Web @ <http://gisweb.albemarle.org/>. You can also find information using the View Property Information button on the Home Page of CountyView Web.

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5. What is a Parcel ID (Tax Map and Parcel Number)?

- a. The Parcel ID is a 14-digit number that is unique to each parcel of land within the County. A standard mapping grid format is used with each grid being assigned a Tax Map Number; then each parcel of land within that grid is assigned a Parcel Number. This system has built into its numbering scheme, possible growth/division of parcels; and Block and Section numbers for those areas with high density. Enter all 14 digits with no spaces or dashes.

Example of a Parcel ID (not a real Parcel ID): 032A10103001B1

032 = Tax Map Number

A1 = Extension Tax Map Number - to allow detail on hardcopy maps

01 = Section – to show sections within large subdivisions

03 = Block – to show further breakdown of large subdivisions

001 = Parcel Number

B1 = Extension – to show division of parcels into smaller parcels

6. What types of permits are tracked on CountyView Web?

- a. Building Permits (See Question 3 above for more details.)
- b. Planning Applications:
 1. ACSA=Amend the Service Authority Jurisdictional Area,
 2. AFD=Agriculture/Forest Districts,
 3. AP=Appeal of Zoning Determination,
 4. ARB=Architectural Review Board,
 5. CCP=Comprehensive Plan Compliance,
 6. CPA=Comprehensive Plan Amendment,
 7. CLE=Zoning Clearance,
 8. HO=Home Occupation,
 9. LOD=Letter of Determination (Division Rights),
 10. LZC=Letter of Zoning Compliance,
 11. OTH=Other – *(Note that OTH is not a true Planning Application type, but a “dummy” application used as a means of capturing all Parcel ID Numbers associated with an application),*
 12. SDP=Site Plan,
 13. SP=Special Use Permit,
 14. STA=Subdivision Text Amendment,
 15. SUB=Subdivision (division of land),
 16. TS=Temporary Signs,
 17. VA=Variance,
 18. WPO=Water Protection (Erosion, Stormwater, Stream Buffer),
 19. WPTA=Water Protection Text Amendment,
 20. ZMA=Zoning Map Amendments (re-zoning),
 21. ZTA=Zoning Text Amendment

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7. What is do you mean by “Parcel Activity?”

- a. “Parcel Activity” is the term the County uses for a list of all Building and Planning permit/application numbers on a specified Parcel ID. This helps provide a “history” of the Parcel ID.

8. What kind of information will I find under “Property Information?”

- a. The Property Information page provides basic parcel information (i.e. Parcel ID, Total Acres), Legal Description of the parcel, and Owner Information.

9. What kind of information will I find/access through the links to “Planning Application” or “Building Application?”

- a. You can track applications from intake of the application through the review process, to issuance/approval and completion. Once you find the application you want to review; you will find project description, contact information for the builder/developer/owner, status of the project/building. For applicants of Building Permits you can also track and/or schedule inspections.

10. When can I schedule my inspections?

- a. After we issue the permit, you may start scheduling inspections.

11. Can I apply for a Building or Planning Application online?

- a. No, we are not set up to do online applications at this time, but you can go to the website Community Development Forms Center and print out .pdf versions of the applications and send them in. To locate the applications, go to www.albemarle.org, select the *Departments* drop-down menu, select *Community Development*, select *Forms Center* from the left-hand navigation bar, select *Building and Inspections Forms and Info*.