



**Town of Abingdon, Virginia
Department of Planning**

Appeal to the Board of Zoning Appeals
 Application for Variance
Non-refundable Application Fee - \$100

Case No.	Tax Map No.	Zoning District:	Building Permit No.
Applicant Information:			
Applicant Name: _____			
Street Address or P.O. Box		City/State/Zip Code	
Home/Work Phone Number	Mobile Number	Email	
The applicant's interest in this property is: Owner Lessee Other, please specify: _____			
Owner Information if Different from Applicant:			
Owner Name: _____			
Street Address or P.O. Box		City/State/Zip Code	
Home/Work Phone Number	Mobile Number	Email	
Type of Appeal:			
Appeal of Administrative decision relating to: _____			
Appeal for a variance relating to: _____			
Property Information:			
The specific premises affected by this request is: Same as applicant address Same as owner address			
Other location (please specify): _____			
Total Acreage: _____ Current Use: _____			
Explanation of Request (attach separate sheet if necessary):			
The proposed use of this property is:			

Please describe how the properties around your site are used (residential, churches, business, schools) and how this appeal may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).			

Have any previous applications or appeals been filed in connection with these premises? Yes No			
If yes, please provide details: _____			

The approximate cost of such proposed development is \$ _____.			

Documentation which may be Required:

- Plot, Site Plan, or Survey
- Ground Plan and Elevation

Fees:

Filing Fee:

_____ Regular Meeting \$100

_____ Special Meeting \$125

Notice Fee:

_____ Newspaper ad \$_____

Certification:

I/We the undersigned appellant(s) do hereby petition and appeal the foregoing Zoning Determination to the Town of Abingdon Board of Zoning Appeals. The undersigned do hereby agree to abide by the following provisions of the by-laws of the Town of Abingdon Board of Zoning Appeals. The undersigned do allow any agent or official of the Town to visit the property(ies) in question to investigate into the matter of which this petition represents. Also that this petition and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge. Also, the petitioner understands that a "Notice of Zoning Request" sign will be posted on the property by the Town and is not to be removed until after the hearing and then, by a Town Official only and that the required advertizing of the request will be paid prior to such ad being published.

Signature of Applicant

Signature of Co-Applicant

Signature of Legal Counsel or Agent (if any)

NOTARY STATEMENT:

State of Virginia, County of Washington to wit:

I, _____ a notary public in and for the state and county aforesaid, do hereby certify that _____ whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires _____

Given under my hand this _____ Day of _____

Staff Use:

Variance Details:

Section Number:	Pertaining To:	Ordinance Requirement:	Available to Applicant:	Amount of Variance (Percentage):

Hearing Date: _____ Advertisement Dates: _____

Hearing Outcome: _____

Reasons for Decision:

1. _____
2. _____
3. _____



Frequently Asked Questions

The Board of Zoning Appeals may only approve a variance when the following conditions exist, according to the Code of Virginia (1950, as amended) Section 15.2-2309:

1. That the subject property was acquired in good faith.
2. That the strict application of the Ordinance would produce undue hardship.
3. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
4. That authorization of such variance will not be of substantial detriment to adjacent property.
5. That the character of the district will not be changed by the granting of the variance.
6. That the condition or situation of the subject property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the Ordinance.
7. That the variance is not of such a scope as to amount to a rezoning of the property.
8. That the variance will be in harmony with the intended spirit and purpose of this Ordinance and will not be contrary to public interest.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due by the fourth Tuesday of the month prior to the meeting. A non-refundable application fee of \$100 is due upon submittal (\$125 if a special meeting is called).

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing. Fees for advertising must be paid by the applicant prior to scheduling the public hearing.

Step 5. The Board of Zoning Appeals meeting is held on the 4th Tuesday of every month, pending agenda items.

Step 6. Appeal of decisions of the Board of Zoning Appeals must be received by the Circuit Court of Washington County, Virginia within thirty (30) days of the decision of the BZA.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	276-628-3167
Town Attorney	276-492-2149
Town Manager	276-628-3167