



BOARD OF ZONING APPEALS

APPLICATION FOR VARIANCE REQUEST

CITY OF WAYNESBORO, BUILDING & ZONING DEPARTMENT

Reference City Code Chapter 98
Sections 6.4 and 7.14

GENERAL INFORMATION/SUBMISSION REQUIREMENTS:

Application Fee: \$300.00

No such variance shall be authorized by the Board of Zoning Appeals unless it finds:

- a. That the strict application of the zoning ordinance would produce undue hardship.
- b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
- c. That the authorization of the variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance.

Please return the completed application, site plan, and any other information needed to process the request, along with the fee for each appeal, no later than 5:00pm on the deadline date (see deadline to submit schedule on page 3).

Please submit the originals along with eight (8) copies.

A.) APPLICANT INFORMATION:

Property Owner of Record: _____
(Printed)

Address: _____
(Street Address) (City, State, Zip)

Email Address: _____ Phone #: _____

*Applicant Name: _____
(Printed)

Address: _____
(Street Address) (City, State, Zip)

Email Address: _____ Phone #: _____

** If applicant is not property owner of record, the Power of Attorney Form is required.*

B.) LICENSED PROFESSIONAL: (Professional Engineer or Land Surveyor)

Firm Name: _____ Contact Name: _____
(Printed) (Printed)

Address: _____
(Street Address) (City, State, Zip)

Phone #: _____ Fax Number: _____

Email Address: _____ Professional License # _____

C.) SELECT PRIMARY CONTACT PERSON FOR STAFF: Owner Applicant Licensed Professional

D.) SITE INFORMATION:

Description of Request: _____

Physical Address: _____

Legal Description: _____

Present Zoning: _____ Present Use: _____

Proposed Use: _____

Is the property located in any of the following overlay districts?

Special Flood Hazard Area according to local FEMA Map YES NO Planned Unit Development YES NO
 Entrance Corridor YES NO Historic District YES NO Enterprise Zone YES NO

E.) SIGNATURES:

AFFIDAVIT: The undersigned property owner, or *duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; with the understanding that any incorrect information submitted may result in the delay of processing, additional fees and re-advertising of the legal notice. I hereby authorize the City of Waynesboro and the Board of Zoning Appeals to review this request, visit the site, and contact any appropriate professional in relation to questions generated as a result of the review.

Signature of Owner/Agent/Representative

Date

Print Name

Daytime phone number of contact

**If applicant is not property owner of record, the Power of Attorney Form is required.*

F.) SUMMARY OF REQUEST: (detail of request, justification and appropriate site plan must be attached)

FOR OFFICE USE ONLY:

Date Rec'd _____	Application# _____
Invoice # _____	Fee Paid \$ _____
Meeting Date: _____	Approval Date: _____ <input type="checkbox"/> Not approved
Comments: _____	

2023 SCHEDULE

<u>Deadline to Submit Appeal Requests</u>	<u>Dates of BZA Meetings</u>
December 5, 2022	January 4, 2023
January 3, 2023	February 1, 2023
February 6, 2023	March 1, 2023
March 6, 2023	April 5, 2023
April 3, 2023	May 3, 2023
May 1, 2023	June 7, 2023
June 5, 2023	July 5, 2023
July 3, 2023	August 2, 2023
August 7, 2023	September 6, 2023
September 4, 2023	October 4, 2023
October 2, 2023	November 1, 2023
November 6, 2023	December 6, 2023
December 4, 2023	January 3, 2024

The regular meeting of the Board of Zoning Appeals is held on the first Wednesday of each month at 10:00am in Council Chambers (Room 104) on the main floor of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, unless that day falls on a holiday in which case the meeting will be held on the following Wednesday.

Hearings are open to the public. The applicant may appear on his own behalf or be represented by an agent at the public hearing. In the absence of a personal appearance on behalf of the applicant, the Board will proceed to dispose of the matter on the basis of information before it.

Submission of an application by the deadline date listed does not automatically ensure that the public hearing or subsequent meetings will be held on the scheduled dates, as special problems and conditions may necessitate the submission of additional information.

The City of Waynesboro, Virginia is committed to providing equal opportunities for services and programs to all residents. For those with disabilities who need accommodations, please call (540) 942-6628.