



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: (Printed) Contact Name: (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# _____
Receipt # _____	Fee Paid \$ _____
Meeting Date: _____	Approval Date: _____ <input type="checkbox"/> Not approved
Comments: _____	

## 2020 SCHEDULE

<b><u>Deadline to Submit Appeal Requests</u></b>	<b><u>Dates of BZA Meetings</u></b>
December 2, 2019	January 8, 2020
January 6, 2020	February 5, 2020
February 3, 2020	March 4, 2020
March 3, 2020	April 1, 2020
April 6, 2020	May 6, 2020
May 4, 2020	June 3, 2020
June 1, 2020	July 1, 2020
July 6, 2020	August 5, 2020
August 3, 2020	September 2, 2020
September 7, 2020	October 7, 2020
October 5, 2020	November 4, 2020
November 2, 2020	December 2, 2020
December 7, 2020	January 6, 2021

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 insure 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.