



# Board of Zoning Appeals Application

Version 2023.0523

Planning & Zoning Administration

174 E. King Street, P.O. Box 351

Strasburg, VA 22657

(540) 465-9197 ext. 127

Variance <input type="checkbox"/> Exception <input type="checkbox"/> Administrative Appeal <input type="checkbox"/>		Permit #	
<b>Applicant Information</b>			
Name		Company name	
Address			
City/State		Zip Code	Phone
Email			
<b>Owner Information (if different than above)</b>			
Name			
Address			
City/State		Zip Code	Phone
<b>Project Information</b>			
Appeal in relation to:			
Grounds for appeal:			
Owner/Applicant Signature			Date
<b>This area to be completed by staff</b>			
Action by Board:			



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## What is needed for Board of Zoning Appeals submission

- 1. Variance:** Applicant requests alteration to regulations due to extraordinary hardships brought about by strict compliance with these regulations.
  - A.** Survey plat of the property, prepared by a licensed professional surveyor, showing all existing and proposed structures and indicating the area of the property to which the variance applies.
  - B.** A detailed description of why the Variance is being applied for, and how the application is in accordance with UDO 2.18.4 Findings and Conditions.
  - C.** Application fee paid upon filing of appeal.
  
- 2. Exception (modification):** Applicant requests a minor alteration to regulations due to exceptional circumstances.
  - A.** Survey plat of the property, prepared by a licensed professional surveyor, showing all existing and proposed structures and indicating the area of the property to which the Exception applies.
  - B.** A detailed description of why the Exception is being applied for, and how the application is in accordance with UDO 2.43.4 Approval Criteria.
  - C.** Certified mail receipts and a copy of the letter mailed to adjacent property owners.
  - D.** Application fee paid upon filing of appeal.
  
- 3. Administrative Appeal:** Any aggrieved person may appeal a decision of any employee of the Town of Strasburg pursuant to application or enforcement of the UDO.
  - A.** Mail this application and/or a letter to the Board of Zoning Appeals, C/O the Zoning administrator, and Town Clerk.
  - B.** Application fee paid upon filing of appeal.
  
- 4. Planning Commission Appeal:** Final decisions by the Planning Commission may be appealed to Town Council.
  - A.** Mail this application and/or a letter to the Town Council, C/O the Zoning administrator, and Town Clerk.
  - B.** Application fee paid upon filing of appeal.

### Right to Appeal:

Code of Virginia § 15.2-2314. Certiorari to review decision of board.

Any person or persons jointly or severally aggrieved by any decision of the board of zoning appeals, or any aggrieved taxpayer or any officer, department, board or bureau of the locality, may file with the clerk of the circuit court for the county or city a petition that shall be styled "In Re: date Decision of the Board of Zoning Appeals of [locality name]" specifying the grounds on which aggrieved within 30 days after the final decision of the board.