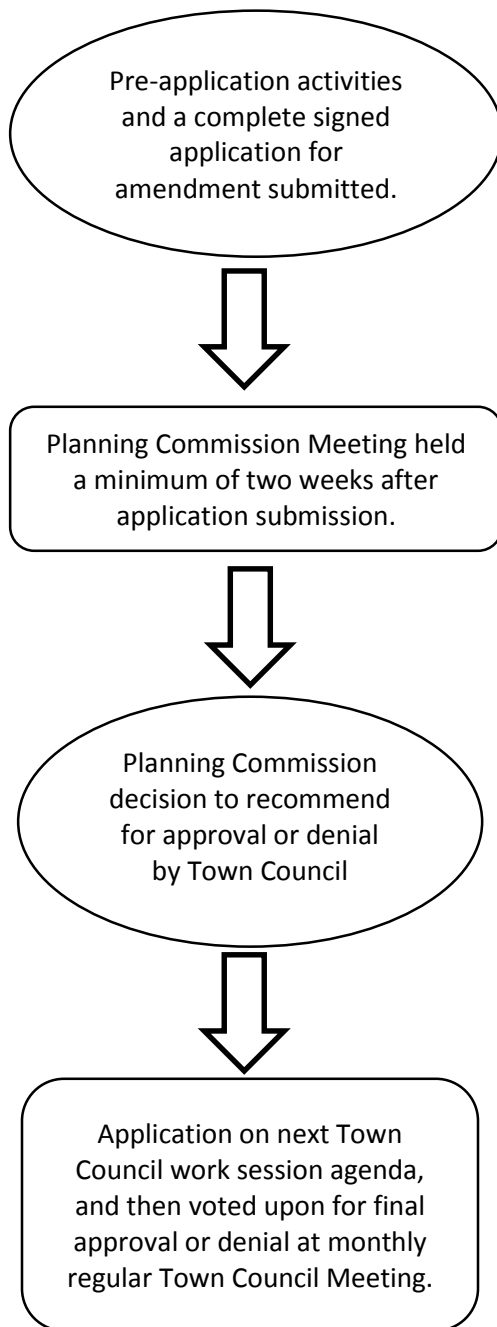


Town of Strasburg
Planning and Zoning Department
 174 E King Street
 Strasburg VA, 22657
 (540) 465-9197 Fax (540) 465-3252

Appeals Application Process

Process and Supplementary Information:

Only fully complete applications will be accepted and reviewed by the Zoning Administrator. Criteria for application completeness varies by the type of request. Therefore, below is an unofficial guide. For full details and official information please refer to the Unified Development Ordinance (UDO) available at the Town Office or website, or call the Town Office and ask to speak with the Zoning Administrator.



- **Variance:** Applicant requests alteration to regulations due to extraordinary hardships brought about by strict compliance with these regulations.
 - 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.
 - 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.
- **Exception (modification):** Applicant requests a minor alteration to regulations due to exceptional circumstances.
 - 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.
 - 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.
 - Certified mail receipts and a copy of the letter mailed to adjacent property owners.
- **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.
 - Mail this application and/or a letter to the Board of Zoning Appeals, C/O the Zoning administrator, and Town Clerk.
 - Application fee of \$325 must be paid upon filing of appeal.
- **Planning Commission Appeal:** Final decisions by the Planning Commission may be appealed to Town Council.
 - Mail this application and/or a letter to the Town Council, C/O the Zoning administrator, and Town Clerk.
 - Application fee of \$325 must be paid upon filing of appeal.



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Appeals Application

Revised 01/18/2016

Permit Number: _____
Permit Fee: _____

- Variance Administrative Appeal
 Exception Planning Commission Appeal

Property Address _____

Applicant Name _____ **Applicant Phone No.** _____

Applicant E-mail _____ **Current Land Use** _____

Owner Name _____ **Owners Phone No.** _____

Owner Address _____

Description of Request: _____

Town Code/UDO Section or Decision/Administrative Action: _____

Property Owner/Authorized Agent Consent:

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Property Owner/Authorized Agent Signature

Date

Right to Appeal: An appeal to the board may be taken by any person aggrieved or by any officer, department, board or bureau of the Town of Strasburg affected by any decision of the zoning administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of this article, any ordinance adopted pursuant to this article, or any modification of zoning requirements pursuant to Code of Virginia § 15.2-2286.

The Planning Commission's final decisions on Sketch Plats, Concept Plans, and Site Plans can be appealed to Town Council.

Town Staff Only

Permit Fee: _____ **Business License Paid:** _____ **Taxes Paid:** _____

Zoning District: _____ **Tax Map #:** _____ **Floodplain:** _____

Acreage: _____ **Proposed Land Use:** _____

Complete Application: _____ **Date:** _____

Meeting Dates and Decisions: _____

Comments and Conditions: _____

Stamp Final Approval