



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street

Mount Jackson, VA 22842

(540) 477-2121 FAX (540) 477-2351

PROCEDURE AND POLICES FOR APPLYING FOR VARIANCE

The following procedures and policies are to be followed in making application for Variance:

SUBMIT:

1. In accordance with Sec. 66-402(2) a, the property owner will provide one (1) copy of the Application.
2. One (1) copy of a scale drawing (1" = 50') suitable to the Zoning Administrator showing:
 - a. Existing structures.
 - b. Measurements from existing structures to all property lines.
 - c. Measurements of any additions for which a variance is requested.
 - d. Measurements of any additions for which a variance is requested to all property lines.
3. Every application for variance shall be accompanied by a fee in the amount established by the Town Council to cover the cost of advertising and other expenses connected with the processing of the application, and shall be submitted to the Zoning Administrator at least twenty-five (25) days prior to the hearing.
4. The Zoning Administrator will prepare and have published the required notice of public hearing, said notice will be published once a week for two (2) successive weeks in a newspaper having a general circulation within the County, and will give a written notice as to the time, date, and place of hearing to the applicant and to all the adjoining property owners, (Names and Addresses furnished by the applicant).
5. A public hearing will be conducted by the Board of Zoning Appeals at which time the applicant may present his/her case and interested parties may be heard.
6. The Board of Zoning Appeals will have up to sixty (60) days to decide such appeal.

Date: _____

Receipt #: _____

TOWN OF MOUNT JACKSON
APPLICATION FOR VARIANCE TO THE BOARD OF ZONING APPEALS

I (we) _____ of _____
Name Mailing Address

respectfully request that a determination be made by the Board of Zoning Appeals on the following appeal, which was denied by the Zoning Administrator on __/__/__, for the reason that it was a matter which, in the opinion of the administrator should properly come before the Board of Zoning Appeals.

An Interpretation _____ Variance _____ is requested to Section _____ of the Mount Jackson Zoning Ordinance for the reason that:

_____ It is an appeal for an interpretation of the Ordinance or Map.

_____ It is an appeal of a decision by the Zoning Administrator.

_____ It is a request for a variance relating to the _____ use, _____ area, _____ frontage, _____ yard, or _____ provisions of the Ordinance.

This request is made because: _____

The premises affected are situated at: _____

And is Zoned: _____

Remarks: _____

Has any previous application or appeal been filed in connection with these premises?

No ___ Yes ___ If yes, explain _____

What is the applicant's interest in the premises affected? _____

Explanation of purpose to which property will be put: _____

A. Plot plan attached: Yes ___ No ___ Site plan, including elevation or contours, attached:
Yes ___ No ___ If no, describe the site: _____

B. Following are names and addresses of adjacent property owners:

Name	Address

(Add extra sheet if necessary)

I (we) hereby certify that all statements and information contained and transmitted herein are true.

Signature of Applicant
Date: _____

Signature of Applicant
Date: _____

(For use by the Board of Zoning Appeals)

Date hearing advertised ___/___/___ Date hearing held ___/___/___
Decision of the Board of Zoning Appeals: _____

Reasons and additional information attached? Yes ___ No ___

Secretary, Board of Zoning Appeals

**STATE OF VIRGINIA
COUNTY OF SHENANDOAH, TO WIT:**

I hereby certify that the above was signed and sworn before me by

This ___ day of _____, 20__.

This ___ day of _____, 20__.

My Commission Expires _____

My Commission Expires _____

Notary Public

Notary Public