

# Board of Zoning Appeals (BZA)

Date: \_\_\_\_\_

Case # and Name: \_\_\_\_\_



Department of Planning and Community Development  
PO BOX 1600 121 Thompson Street  
Ashland, Virginia 23005

phone: (804) 798-1073

www.ashlandva.gov

## Possible application type(s):

- Appeal  Special Exception  
 Variance  Interpretation of Zoning Map

## Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Representative

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Owner

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Signature:

X. \_\_\_\_\_ Date: \_\_\_\_\_

*If a legal representative signs for a property owner, please attach an executed power of attorney.*

## Proposal Information

GPIN(s): \_\_\_\_\_

Address (or location description): \_\_\_\_\_

\_\_\_\_\_

Deed Book and Page #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

### COMPLETED BY STAFF ONLY

#### Fees

\$800 – Variance  
\$800 – Appeal  
\$0 – All other BZA requests

Amount Paid: \_\_\_\_\_

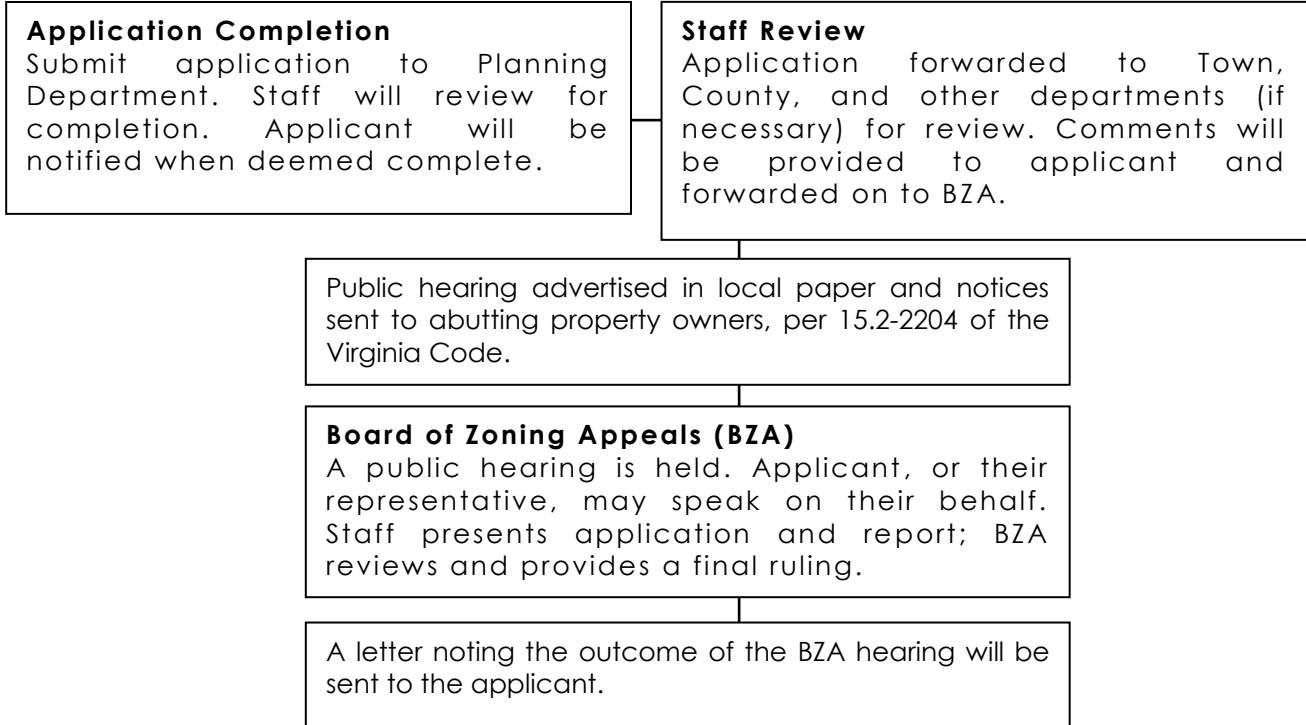
Date: \_\_\_\_\_

X. \_\_\_\_\_

# BZA Process

Please contact staff at the Town of Ashland Planning Department with any questions.

## START



## Proposal Description

Answer the following questions in the space provided below or attach a narrative that addresses each question specifically.

1. Complete one of the following:

I request a **variance** from Article \_\_\_\_\_ Section \_\_\_\_\_ of the Town Code.

A **special exception** is requested for a \_\_\_\_\_  
per Article \_\_\_\_\_ Section \_\_\_\_\_ of the Town Code.

I am **appealing** a decision by \_\_\_\_\_ dated \_\_\_\_\_  
(attach a copy) in reference to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (summarize subject of appeal).

2. Describe your reason for the request.

3. If a **variance**, attach a scaled plat or site plan displaying all existing structures including accessory buildings and any proposed structure or alteration.

## Adjacent Property Information

Surrounding property owner information can be found by searching online for Hanover County GIS and viewing parcel level ownership information. Attach a page if necessary.

GPIN (Parcel ID)	Owner name	Address	City	State	Zip

## Applicant's Sworn Statement

I do hereby certify that the foregoing information is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### CERTIFICATE OF NOTARY PUBLIC

I, \_\_\_\_\_, a Notary Public for the County (City) of \_\_\_\_\_, in the State of \_\_\_\_\_, do certify that \_\_\_\_\_, whose name is signed to the above, has acknowledged that same before me in my County (City) aforesaid.

Signature of Notary Public: x. \_\_\_\_\_

My Commission expires \_\_\_\_\_ Registration Number \_\_\_\_\_

# **Town Regulation**

Per Sec. 15.2-2309 of the Virginia Code, and Sec. 21-221 of Ashland Town Code, the Board of Zoning Appeals is granted the following powers:

## **Appeals**

The Board may hear and decide appeals in relative to any decision rendered from the Department of Planning & Community Development.

## **VariANCES**

The Board may authorize variances from the terms of the Zoning Ordinance, as allowed by State Law. When granting variances, the Board must make the following findings:

1. The property was acquired in good faith.
2. By reason of exceptional size or shape of a specific piece of property, or where exceptional topographic conditions or other extraordinary situations exist, the application of the Zoning Ordinance effectively prohibits or unreasonably restricts the utilization of the property.
3. The granting of the variance will alleviate a clearly demonstrable hardship, as distinguished from a special privilege or convenience sought by the applicant, provided that all variances shall be in harmony with the intended spirit and purpose of the ordinance.
4. The hardship is not generally shared by other properties in the area or in the zoning district.
5. The authorization of the variance will not be a detriment to adjacent properties, and will not change the character of the zoning district.
6. The situation for which the variance is sought is not so general or recurring in nature so as to it would be more practical to amend the Zoning Ordinance.

The applicant must demonstrate these findings to the Board. Submit a letter attached to the application, demonstrating these findings.

## **Special Exceptions**

Special exceptions may be granted by the Board to allow reconstruction, repair or reuse of a building that is considered nonconforming (grandfathered) and has been damaged greater than fifty percent of its value.

## **Interpretation of Zoning Map**

The Board may hear applications requesting an interpretation of the Official Zoning Map's district boundaries.