

**BOARD OF ZONING APPEALS  
(BZA)  
INFORMATION SHEET  
2020**

The Board of Zoning Appeals holds a public hearing on the **fourth** Thursday of every month unless altered by a holiday schedule. These meetings are held at 7:00 p.m. in the Herndon Council Chambers Building located at 765 Lynn Street, Herndon, Virginia. Please visit the town's web page at [www.herndon-va.gov](http://www.herndon-va.gov) to confirm dates or to receive information regarding changes to the schedule.

Applicants are required to attend the public hearing at which their application will be discussed. If an applicant or their representative is not present to answer questions regarding the application, it is likely that the item will be denied by the Board.

The deadline for filing new applications is 30 days prior to the regularly scheduled public hearing. **Please note that applications must be complete and that it is the applicant's responsibility to insure completeness. Late or incomplete applications will not be placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

<u>APPLICATION DEADLINE</u>	<u>PUBLIC HEARING DATE</u>
December 23, 2019	January 23, 2020
January 28, 2020	February 27, 2020
February 25, 2020	March 26, 2020
March 24, 2020	April 23, 2020
April 28, 2020	May 28, 2020
May 26, 2020	June 25, 2020
June 23, 2020	July 23, 2020
July 28, 2020	August 27, 2020
August 25, 2020	September 24, 2020
September 22, 2020	October 22, 2020
October 20, 2020	November 19, 2020
November 17, 2020	December 17, 2020

If you have any questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.