



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

**APPLICATION FOR AN ADMINISTRATIVE ADJUSTMENT
FOR RESIDENTIAL FENCE OR WALL* LOCATION or
NON-RESIDENTIAL SECURITY FENCE OR WALL* LOCATION**
*not including retaining walls

The undersigned hereby applies for an Administrative Adjustment for the location of a fence or wall under Sections 78-115.2, Fencing, wall and hedge standards, and 78-155.5, Administrative Adjustments, of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. Submittal of this form with original signatures is required. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

Subject Property Information

Address of Subject Property: _____

Name of Business Establishment
Associated with this Application: _____

Building/Development Name: _____

Lot area (site area): _____

Type of Use (please specify whether
commercial, industrial, office,
residential, or other): _____

Related Applications or Plans (i.e.
Site Plan, Plan Revision, SE, BZA)
and Date of Approval (if applicable): _____

Property Owner Information

Name and Title of Property Owner: _____

Mailing Address of Property Owner: _____

Telephone Number(s) where Property
Owner may be reached: _____

Fax number of Property Owner: _____

E-mail address of Property Owner: _____

Signature of Property Owner:

Administrative Adjustment for a Fence or Wall Location - continued

Applicant Information
(If different than owner:)

Circle one: agent representative contractor tenant

Name and Title of Applicant:

Mailing Address of Applicant:

Telephone Number(s) where Applicant:
may be reached:

Fax number of Applicant:

E-mail of Applicant:

Signature of Applicant:

(Original Signature Required)

For Office Use Only:

Application Received by:	Date:
Fee Paid:	Case No:
Public Hearing Date:	Action:
Tax Map Reference Number:	Zoning District:
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

Administrative Adjustment for a Fence or Wall Location - continued

APPLICATION REQUIREMENTS

Item

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| 1 |
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 A detailed written description of what the applicant is proposing and why.
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| 2 |
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 One (1) completed application form with all required signatures, including the signature of the owner of the property.
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| 3 |
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 \$50 Application fee payable by either check or cash (credit cards are not accepted).
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| 4 |
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 A boundary survey of the property showing the:
 - Name and address of the property owner and applicant;
 - Tax map reference number and street address of the subject property;
 - Date;
 - Scale of drawing;
 - A blank space three inches wide and five inches high for town approval stamp;
 - Property lines;
 - Existing building(s) and use(s);
 - Proposed fence or wall location;
 - Height of the proposed fence or wall;
 - Location of the architectural front of the principal structure on the lot; and
 - Location of the architectural front of the principal structures on abutting parcels.
- | |
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| 5 |
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 Photographs of all sides of the property and the streets abutting the property; and
- | |
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| 6 |
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 Labeled photographs of all sides of the existing building.