

**BOARD OF ZONING APPEALS (BZA)
INFORMATION SHEET
2024**

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 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, the item will likely be denied by the Board.

The deadline for filing new applications is 30 days before the regularly scheduled public hearing. **Please note that applications must be complete and that it is the applicant's responsibility to ensure 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 before the deadline and to have their applications reviewed by Town staff. Meetings with staff before the submission deadline are encouraged and may be arranged by appointment.

REGULAR MEETINGS

January 25, 2024
February 22, 2024
March 28, 2024
April 25, 2024
May 23, 2024
June 27, 2024
July 25, 2024
August 22, 2024
September 26, 2024
October 24, 2024
November 21, 2024
December 19, 2024

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.