



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

BOARD OF ZONING APPEALS
APPLICATION FOR A VARIANCE

Submittal of this form with original signatures is required. PLEASE PRINT OR TYPE (Unless otherwise indicated.)

Request for a Variance from Town Code Section:

To Permit:

Address of the Subject Property (including apt/suite #):

Lot area:

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)?

Name and role of principal contact for this application (property owner, agent authorized to act on behalf of property owner, or contract purchaser):

Mailing Address

E-mail address Telephone # FAX #

The undersigned hereby applies for a Variance under the provisions of § 78-202.4 of the Herndon Town Code.

I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
The requirements associated with this application have been read and are understood.
The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.
The applicant must attend the public hearing scheduled for this application with the Board of Zoning Appeals and the application may be postponed or denied if the applicant does not appear on the assigned date.

Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent) Date

**TO BE SUBMITTED WITH THIS APPLICATION**

- \_\_\_\_\_ Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
  
- \_\_\_\_\_ A letter signed by the owner or owner’s agent consenting to the application for the variance (if applicable);
  
- \_\_\_\_\_ Six copies of a statement of support demonstrating (per § 78-202.4) that:
  - owing to special circumstances or conditions beyond the property owner’s control (such as exceptional topographical conditions, narrowness, shallowness, or the shape of a specific parcel of land), the strict application of the terms of the Zoning Ordinance would result in unnecessary or unreasonable hardship;
  - such need would not be shared generally by other properties;
  - the deviation would not be contrary to the public interest or intent of the Zoning Ordinance;
  - the application does not involve a change in use from those permitted in Article IV of the Zoning Ordinance;
  -
  
- \_\_\_\_\_ Six copies of a Site Plan or Plat of the property, drawn to scale, showing all existing buildings including accessory buildings and any proposed structure or alteration. Requests for variances to height, setbacks or other architectural provisions must be accompanied with a dimensional drawing showing the features desired;
  
- \_\_\_\_\_ Six copies of any other drawings, pictures, plans and information that might assist the Board in making its decision.

**REQUIREMENTS FOR ALL APPLICATIONS (Zoning Ordinance § 78-201.3)**

- \_\_\_\_\_ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);
  
- \_\_\_\_\_ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
  
- \_\_\_\_\_ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
  
- \_\_\_\_\_ Application fee.

**For Office Use Only:**

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

**Distribution after approval:**                      Applicant                      Community Development                      Fire Department                      Finance