



Town of Orange
Department of Community Development
Zoning Administrator

235 Warren Street, Orange, Virginia 22960 - 1401
Phone: (540) 672-6917 Fax: (540) 672-4435
Email – townplanner@townoforangeva.org

**TOWN OF ORANGE, VIRGINIA
APPLICATION FOR VARIANCE OR APPEAL
Application # _____**

Name of Applicant: _____

Applicant's Phone #: _____ Applicant's Fax #: _____

Applicant's mailing address: _____

Property Description:

Tax map parcel #: _____ Acreage: _____

Zoning District: _____ Street Address: _____

Name and Address of all adjoining property owners, and owners of property immediately across the street from the site in question.

Name	Address
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____
5.) _____	_____
6.) _____	_____
7.) _____	_____
8.) _____	_____
9.) _____	_____
10.) _____	_____

Request:

Board of Zoning Appeals Variance Appeal

Reason for Variance or Appeal request: _____

If this is a request for an Appeal please provide the date of the Zoning Administrator's determination you are appealing: _____

Any appeal must be filed within 30 days of the Zoning Administrators determination

Property Owner's Consent:

Signature

Date

An application/appeal fee of \$200.00 plus \$175.00 advertising costs must accompany this form for Variance & Appeals process before the Board of Zoning Appeals.

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Application Number: _____ Date Application Received: _____

Approved **Denied**

Zoning Administrator's Signature

Date

VARIANCE AND APPEALS PROCESS BEFORE THE BOARD OF ZONING APPEALS

An applicant may request a variance from the Town of Orange Board of Zoning Appeals (BZA). To be granted, it must be determined that the variance request meets the exceptions outlined in State Code §15.2-2309(2). See also Town Code Chapter 19 Article 3 §3-60. The Board of Zoning Appeals cannot grant variances to allow uses not permitted otherwise, or to give special advantages to one property owner that other owners in the same situation do not enjoy. A form from The Town Office must be completed and a fee of **\$200.00 plus \$175.00 advertising costs** paid. The applicant is responsible for any and all required Public hearing advertisements and property owner notifications.

An applicant may appeal any decision or determination made by the Town of Orange Zoning Administrator to the Town of Orange Board of Zoning Appeals (BZA) within thirty (30) days of such decision or determination.

1. Applicant must submit a completed application form along with the **\$200.00 review fee plus \$175.00 advertising costs**. The application form must accompany a plat of the property showing existing zoning and all adjacent property, with owners and uses. Applicant may schedule a pre-submission meeting with Zoning Administrator.
2. Staff reviews the application and an attachment for completeness, notifies the Board of Zoning Appeals of the submittal, and schedules the required Public Hearing. The meeting date will be scheduled far enough in advance to meet the State advertisement requirements (*The Town of Orange Board of Zoning Appeals meets on call*).
3. The applicant must attend the Public Hearing, make a presentation on the request, and be prepared to answer questions from the public, and the Board of Zoning Appeal members. Anyone else who wishes to speak on the request will be allowed to do so.
4. The applicant shall be responsible for all costs associated with the Public Hearing advertisements and joint property notifications.
5. The Board of Zoning Appeals will decide the Variance request based on the State guidelines. A decision is usually made the same night as the Public Hearing. However, the Board of Zoning Appeals may postpone a decision until a later meeting.