



Application for
Board of Zoning Appeals

OFFICE USE ONLY
Date Received:

Complete this application in its entirety and submit along with the required materials (listed in Step 2 below) to the following address:

**City of Hampton, Community Development Department
22 Lincoln Street, 3rd Floor, Hampton, Virginia 23669**

Case Number:
VA / SX / AZ / AC ___ - ___

Application for (check one):

- variance (VA)
- special exception (SX)
- appeal of the zoning administrator's or zoning administrative officer's decision (AZ)
- appeal of the Chesapeake Bay Review Committee's decision (AC)

1. PROPERTY INFORMATION

Address or Location _____

LRSN _____ Zoning District _____

Current Land Use _____

Proposed Land Use _____

The proposed use will be at/in: an existing building a new addition a new building

2. SUBMITTAL REQUIREMENTS & DETAILS

All applications must include the following four items: (1) a recent survey plat of the property; (2) application fee of \$100 for single-family residential uses, \$250 for all other uses, payable to the City of Hampton; (3) a written description (use space below or submit as a separate document) which describes the request, and for variances, how the request meets the following criteria for a hardship under the Code of Virginia (Sec. 15.2-2201):

A variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and:

- (i) *The property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
- (ii) *The granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
- (iii) *The condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
- (iv) *The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
- (v) *The relief or remedy sought by the variance application is not available through a special exception process or the process for modification of a zoning ordinance pursuant to subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.*

Written description of request:

and (4) the following:

<p style="text-align: center;">Variance</p> <p>· For requests relating to signage, submit plans showing detail of the sign type, size, design, and location</p>	<p style="text-align: center;">Special Exception</p> <p>· Day Care Supplement form</p>	<p style="text-align: center;">Appeal of the Zoning Administrator's or Zoning Administrative Officer's Decision</p> <p>· In the description of request, include the date of the decision being appealed and the reason for appeal</p>
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Additional information may be required at the Zoning Administrator's discretion

Development of any property is subject to compliance with all applicable codes, regulations and ordinances, regardless of whether such is specified in a Board of Zoning Appeals approval

3. PROPERTY OWNER INFORMATION

An individual or a legal entity may be listed

Owner's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

4. AGGRIEVED PARTY INFORMATION (if applicable)

An individual or a legal entity may be listed

Aggrieved Party _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

**5. APPLICANT INFORMATION
(if different from owner)**

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

**6. APPLICANT AGENT INFORMATION
(if different from applicant)**

Agent's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

7. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS

*Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 3 above.*

"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of entity (attach additional page if necessary):

Name of Legal Entity _____

Signed by: Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

8. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Signed by: Name (printed) _____

Signature _____ Date _____

Name (printed) _____

Signature _____ Date _____