

**CITY OF PETERSBURG, VIRGINIA
Board of Zoning Appeals**

Variance Application

1. Description of Property: Tax Parcel Number(s): _____ Existing Zoning: _____

Address: _____

Subdivision: (if applicable) _____ Lot: _____ Block: _____ Section: _____

2. Notes:

a. Two copies of a plan must be submitted with this application showing size and location of the lot, the dimensions and location of the proposed building or structure on the lot, and the dimensions and location of the existing buildings or structures on the lot.

b. The undersigned owner authorizes the entry onto the property by the Board of Zoning Appeals and City employees during the normal discharge of their duties in regard to this request.

3. Request for a variance from Section _____ Article 27 of the Zoning Ordinance of the City of Petersburg in respect to _____ requirements in order to build _____

4. WATER: Public SEWER: Public Private

	APPLICANT HAS	ZONING ORDINANCE REQUIRES/PERMITS	APPLICANT REQUESTS A VARIANCE OF
Total Lot Area			
Lot Width			
Front Yard Setback			
Minimum Side Yard			
Total Side Yard			
Rear Yard			
Public Road Frontage			

Owner's Signature: _____

Applicant:

Representative:

Name _____

Name _____

Address _____

Address _____

Zip _____

Zip _____

Phone _____

FOR OFFICE USE ONLY

Date Received: _____	Time: _____	Fee: _____
PIV Number: _____	Accepted by: _____	Case: _____
DEPARTMENT OF PLANNING/COMMUNITY DEVELOPMENT		

Note: Use additional sheets if necessary

CHECKLIST

VARIANCES AND SPECIAL EXCEPTIONS
Information Necessary When Submitting Applications

VARIANCE APPLICATIONS

- Complete all sections of the application.
- If applicant is not the property owner, either copy of lease or letter from owner giving approval must be provided.
- Statement of Variance (i.e., two (2) feet to the fifteen (15) foot side yard requirements, etc.)
- Statement of physical hardship and justification for the Variance request.
- All adjacent property owners must be listed on the application; this information must be obtained from the City Assessor's Office.
- Names, addresses, and zip codes must be legible.
- If only part of a parcel is affected, please indicate on the application.
- The plat or drawing of the parcel must show means of access.
- Health report (where applicable).
- Survey plat showing the Variance (setback Variance).
- Tax Map; subject parcel to be outlined.
- Fee.

SPECIAL EXCEPTION APPLICATIONS

- Complete all sections of the application.
- If applicant is not the property owner, either copy of lease or letter from owner giving approval must be provided.
- Detailed statement as to intended use, method of operation, hours of operation, etc., as applicable.
- All adjacent property owners must be listed on the application; this information must be obtained from the City Assessor's Office.
- Names, address, and zip codes must be legible.
- If only part of the parcel is affected, please indicate on the application.
- One copy of site plan showing the property and existing proposed improvements.
- Tax Map; subject parcel to be outlined.
- Fee.