



# BOARD OF ZONING APPEALS PETITION

Please return to: City of Charlottesville  
Department of Neighborhood Development Services  
PO Box 911, City Hall  
Charlottesville, Virginia 22902  
Telephone (434) 970-3182 Fax (434) 970-3182

Please submit six (6) copies of this application and all attachments. For an appeal, please include \$100 fee. For a variance, please include \$250 fee. Checks payable to the City of Charlottesville. All petitioners must pay \$1.00 per required mail notice to property owners, plus the cost of the required newspaper notice. Applicants will receive an invoice for these notices, and project approval is not final until the invoice has been paid.

Project Name \_\_\_\_\_  
Physical Street Address/Location \_\_\_\_\_ Tax Map and Parcel \_\_\_\_\_

### A. Information on Property Appealed

Zoning of Parcel \_\_\_\_\_

### B. Reason for Petition (choose 1, 2 or 3)

1. \_\_\_ Administrative Review (Sec 34-137 of the Zoning Code), the Zoning Administrator has:

- \_\_\_ Denied a Building Permit
- \_\_\_ Denied a Provisional Use Permit
- \_\_\_ Denied a Sign Permit
- \_\_\_ Other

Reasons for denial (City Code Sections): \_\_\_\_\_

2. \_\_\_ Variances (as outlined in Sec 34-136). The petitioner believes a variance should be granted for the following reasons:
- (a) Strict application of the ordinance would produce undue hardship.
  - (b) The hardship is not shared generally by other properties in the same zoning district and vicinity.
  - (c) The authorization of the variance will not be of substantial detriment to adjacent property, and the character of the district will not be changed by the granting of the variance, *and*
  - (d) 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.

3. \_\_\_ Interpretation Zoning District Boundaries (as outlined in Sec 34-6).

### C. Petitioner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Email \_\_\_\_\_

### D. Property Owner Information (if not petitioner)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Email \_\_\_\_\_

### E. Attachments to be submitted by Petitioner:

A map of property showing the location of existing improvements and demonstrating the reason for the petition. The petitioner is also encouraged to provide any additional information, drawings, photographs, etc. that will help the Board understand the reason for the petition.

### F. Property Owner Permission (if not petitioner)

I have read this petition and hereby give my consent to its submission.

\_\_\_\_\_  
Signature of Owner Date

### G. Petitioner's Signature

I hereby request that the Board of Zoning Appeals review this petition and that a decision on the above referenced Zoning Code sections be made. (Signature also denotes commitment to pay invoice for required mail notices.)

\_\_\_\_\_  
Signature of Petitioner Date

**For Office Use Only** BZA Case Number \_\_\_\_\_ BZA Action \_\_\_\_\_