



Zoning & Natural Resources Division • Community Development

900 Church Street • Lynchburg • Virginia • 24504

www.lynchburgva.gov • P 434-455-3900 • F 434-845-7630

_____ Residential (\$200)
_____ Commercial (\$400)

----OFFICE USE ONLY----
Date Received

VARIANCE APPLICATION

Identification

Applicant:

Name- _____
Location/Address- _____
Mailing Address (if different from above) - _____

Telephone- _____
Email- _____

Owner (if different from applicant):

Name- _____
Mailing Address- _____

Telephone- _____
Email- _____

Property Information

Existing Zoning of property _____

Zoning & Land Use of adjacent property:	Zoning	Land Use
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____



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Variance Guidelines

Your variance request must meet the following criteria in order to be approved (Sect. 35.2-12.7):

- 1- The property interest for which the variance is requested was acquired in good faith and any hardship was not created by the applicant for the variance; and
- 2- Granting of the variance will not be of substantial detriment to adjacent property and nearby properties in proximity of that geographical area; and
- 3- The condition or situation of the property concerned is not 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; and
- 4- 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
- 5- The relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance.

Details

Please explain your variance request, keeping in mind the five (5) criteria above

Authorization

Applicant signature

Owner signature (if different from applicant)



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VARIANCE CHECKLIST

- ___ 1- Fee
- ___ 2- A map showing the subject property (preferably a copy of the valuation map available from the department of community development, City Hall)
- ___ 3- A public hearing sign posted on the property in accordance with Section 35.2-10.14(d)(3)(b)
- ___ 4- Two (2) photographs of each required notification sign posted on the property shall be provided at least ten (10) days prior to the public hearing
- ___ 5- Detailed description of the request (e.g., the nature of the variance) and the documentation justifying the granting of a variance
- ___ 6- Legal description of applicable property if the Zoning Administrator determines it is necessary to evaluate compliance with approval criteria
- ___ 7- Metes and bounds description of the property subject to the application if the Zoning Administrator determines it is necessary to evaluate compliance with approval criteria
- ___ 8- Existing zoning and use of adjacent properties
- ___ 9- Concept plan (if required by the Zoning Administrator)