

VARIANCE APPLICATION

**RETURN TO: VIRGINIA PLANNING & ZONING COMMISSION
CITY HALL - 327 FIRST STREET SOUTH**

PROPERTY OWNER: _____

MAILING ADDRESS: _____

ADDRESS OF PROJECT: _____

TELEPHONE NUMBER: _____

LEGAL DESCRIPTION OF PROPERTY: (please provide a copy of your Warranty Deed)

Abstract property

Torrens property

Certificate(s) of Title No. _____

CERTIFICATE OF SURVEY prepared by _____

on (date) _____

(please provide a copy of the survey)

CURRENT ZONING: _____

DESCRIPTION OF PROJECT: _____

CITY CODE REQUIREMENTS: _____

VARIANCE REQUEST: _____

DESCRIBE HARDSHIP: (WHY you need variance) _____

TODAY'S DATE _____

DATE OF NEXT PLANNING AND ZONING MEETING _____

Planning and Zoning meetings are held on the 1st Monday of the month.

To be on the agenda for the next months meeting, you must return this application to the City Engineer's office ten (10) calendar days prior to the Planning and Zoning meeting.