

MADISON COUNTY BUILDING & ZONING DEPARTMENT

410 N Main Street, Madison, VA 22727

Phone: (540) 948-6102

www.madisonco.virginia.gov

VARIANCE APPLICATION INSTRUCTIONS

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLETE THIS PACKET IN ITS ENTIRETY AND AS PRECISELY AS POSSIBLE. VARIANCE APPLICATIONS ARE CONSIDERED BY THE BOARD OF ZONING APPEALS. SEE ARTICLE 17 OF THE MADISON COUNTY ZONING ORDINANCE AND SECTION 15.2-2309 OF THE CODE OF VIRGINIA FOR FURTHER INFORMATION.

This packet is considered complete when the following have been received:

- Variance application (attached).
- A \$250.00 non-refundable fee is due when this application is submitted to our office.
- A placement survey plat and/or a drawn site plan must be submitted with this application. On the plat or plan, you must identify the location of any proposed or existing structures and/or buildings, any existing or proposed roads/rights-of-way/easements, entrance location to the property, and measurements to all property lines.
- A copy of the current paid real estate tax receipt for the property (may be obtained from the Madison County Treasurer's Office).
- You may be required to provide a copy of the deed to the property if staff cannot locate it in the clerk's office.
- Staff must have written comments from the following departments/agencies on the variance request prior to the scheduling of the public hearing. Also, staff may work with you on obtaining all comments except for the Property Owners Association which is the responsibility of the owner/applicant:
 - The Madison County Health Department
 - The Virginia Department of Transportation
 - The Madison County Building Official
 - The Property Owners Association- President, Vice President, or Secretary (*if in a subdivision*)
- Any other evidence or exhibits the applicant desires to be reviewed by the Board of Zoning Appeals should be submitted along with this application.

If you have any questions, please call the Madison County Building and Zoning Office at (540) 948-6102, Monday through Friday, 8:30 a.m. to 4:30 p.m.

*****ADDITIONAL INFORMATION MAY BE REQUIRED IF THE PLANNING & ZONING ADMINISTRATOR DETERMINES IT NECESSARY TO ENSURE CONFORMANCE AND TO PROVIDE ENFORCEMENT OF THE ORDINANCE(S). *****

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1) The applicant is the: Owner Lessee Agent for Owner

Owner	Lessee or Agent for Owner (if applicable)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email:	Email:

2) E911 Address of Construction: _____

3) Please provide detailed directions to the site: _____

4) Tax Map Number: _____

5) Size of Property: _____

6) Is the parcel located in a subdivision? Yes No

If yes, which one: _____

7) Is the parcel located in the floodplain? Yes No

8) Is the proposed structure and/or building located in the floodplain? Yes No

9) Water and sewage disposal source for the property:

Private Well Private Septic Public Water Public Sewer None

10) Is this application the result of receiving a notice of violation? Yes No

11) Please check which zoning district the parcel is located (If unknown, office staff can look this up for you):

Conservation (C-1) Agricultural (A-1)

Residential, Limited (R-1) Residential, General (R-2)

Residential, Multiple Family (R-3) Business, General (B-1)

Industrial, Limited (M-1) Industrial, General (M-2)

12) Current use of property (Ex: Vacant, Residence, Farming, etc.): _____

13) List existing structures and/or buildings that are currently on the property:

14) It is desired and requested that the property be varied from _____ feet to _____ feet.
(If this question is not applicable, see #19).

15) Proposed structure and/or building (Ex: New Home, Addition, Porch, Deck, Accessory Building, etc.):

16) The proposed structure and/or building will be used for the following (Residence, Farm Use, Household Storage, etc.): _____

17) Dimensions of Proposed Structure and/or Building (Please include dimensions of any proposed decks and/or porches, if applicable):

18) Height of proposed structure and/or building: feet

19) Please explain the reason for the variance request and add any additional comments you may have:

I (we), the undersigned, do hereby certify that the above information is true and correct. I (we) further understand that in granting approval of this application, the Board of Zoning Appeals may require that I (we) comply with certain conditions and that such approval shall not be considered valid until these conditions are met.

Signature of Owner

Date

Signature of Lessee and/or Agent for Owner

Date

Please list names and mailing addresses of all adjoining landowners, including landowners across any road or right-of-way. Names and addresses of owners may be found on the Madison County website (www.madisonco.virginia.gov) under the GIS link.

Name

Mailing Address

Adjoining Property Owner Verification:

As applicant for this variance request, I (we) _____ hereby acknowledge that I (we) have faithfully and correctly provided names and complete mailing addresses of all of my adjoining property owners and those directly across the road or right-of-way. I (we) understand that failure to provide all adjoining property owners will leave me liable for additional cost for re-advertisement and notices mailed, and that my request may be delayed until proper notification has been given to all adjoining property owners and those property owners across the road or right-of-way.

Signature of Owner

Date

Signature of Lessee and/or Agent for Owner

Date

OFFICE USE ONLY- VARIANCE APPLICATION

Date application received: _____

Amount Paid: _____ Payment Type: _____ Payment Date: _____ Staff Initials: _____

Date application considered complete (after department/agency comments received): _____

Date of public hearing: _____

Dates public hearing was advertised: _____

Date adjoining landowners were notified: _____

Date of hearing notice to applicant: _____

Date application packet mailed to BZA: _____

Action of Board of Zoning Appeals:

Signature of Chairman, BZA

Date