



Town of Vienna
Board of Zoning Appeals
Variance or Appeal Application

Application Number: _____-BZA
(Office Use Only)

Address of Subject Property: _____

Legal Description: _____

Lot: _____ Block: _____ Section: _____

Subdivision: _____

Square Footage: _____

Present Use of Property: _____ Zoning: _____

Reason for Requesting a Variance or Appeal (Provide additional pages as necessary):

Signature (Owner or Agent): _____

Name of Owner(s): _____

Address: _____ Phone: _____

E-mail Address: _____

Name of Agent(s): _____

Address: _____ Phone: _____

E-mail Address (for "Contact Person"): _____

The following is a list of information, or items, to be furnished along with the application for a variance or an appeal in conformance with Article 23 of Chapter 18 of the Code of the Town of Vienna, Virginia. Applications will not be considered complete and eligible for review, and placement upon an agenda, until the information listed below has been received at least twenty-one (21) days prior to the next available meeting of the Board of Zoning Appeals. All such requests shall be accompanied by the following information:

1. **Complete Application** with all requested information provided in this application.
2. **Nine (9) Copies** of a certificate of survey, or plat, showing the legal description, area, boundaries of the subject tract, abutting streets and alleys, **and the location of all proposed building and structures** for which the variance or appeal is requested (all materials larger than 8.5" x 11" must be folded).
3. **Nine (9) Copies** of any additional documentation, including the justification statement, prepared in support of the appeal or variance request.
4. **One (1) Copy** of a listing of the names and addresses of the owners of all properties adjoining and all lands lying on the opposite sides of all streets and alleys abutting the subject tract for which the variance or appeal is being requested. (This information may be easily obtained online at the following address: <http://icare.fairfaxcounty.gov/ffxcare/Main/Home.aspx>).
5. **Electronic Copy** of application and plans submitted via email or flash drive.

Note: Section 18-235 of the Town Code specifies that any variance authorized by the Board to permit the erection or alteration of a building or structure shall be valid only for six (6) months unless a building permit has been obtained.

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6300 (Voice) OR TTY 711.