

**RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM**



**THE RICHMOND ZONING ADMINISTRATION OFFICE  
ROOM 110, CITY HALL, 900 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219  
(804) 646-6340**

**TO BE COMPLETED BY THE APPLICANT**

PROPERTY _____	PHONE: (Home) ( ) _____ (Mobile) ( ) _____
OWNER: _____	FAX: (Home) ( ) _____ (Mobile) ( ) _____
(Name/Address) _____	E-mail Address: _____
OWNER'S _____	PHONE: (Home) ( ) _____ (Mobile) ( ) _____
REPRESENTATIVE _____	FAX: (Home) ( ) _____ (Mobile) ( ) _____
(Name/Address) _____	E-mail Address: _____
_____	

**TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE**

PROPERTY ADDRESS (ES): \_\_\_\_\_

TYPE OF APPLICATION:     VARIANCE             SPECIAL EXCEPTION     OTHER \_\_\_\_\_

ZONING ORDINANCE SECTION NUMBER(S): \_\_\_\_\_

APPLICATION REQUIRED FOR: \_\_\_\_\_

TAX PARCEL NUMBER(S): \_\_\_\_\_                      ZONING DISTRICT: \_\_\_\_\_

REQUEST DISAPPROVED FOR THE REASON THAT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE REQUEST DISAPPROVED: \_\_\_\_\_                      FEE WAIVER:  YES     NO

DATE FILED: \_\_\_\_\_ TIME FILED: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

AS CERTIFIED BY: \_\_\_\_\_ (ZONING ADMINSTRATOR)

**I BASE MY APPLICATION ON:**

SECTION 17.20 PARAGRAPH(S) \_\_\_\_\_ OF THE CHARTER OF THE CITY OF RICHMOND

SECTION 15.2 -2309.2     OF THE CODE OF VIRGINIA                      [OR]

SECTION 1040.3 PARAGRAPH(S) \_\_\_\_\_ OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND

**TO BE COMPLETED BY APPLICANT**

I have received the handouts, *Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter*   

I have been notified that I, or my representative, must be present at the hearing at which my request will be considered.

SIGNATURE OF OWNER OR AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\* TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS \*\*\***

CASE NUMBER: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ AT \_\_\_\_\_ P.M.