



**COUNTY OF
CAMPBELL**
COMMUNITY DEVELOPMENT

PO Box 100
34 Rails End Lane
Rustburg VA 24588

Application for Administrative Variance

TO BE COMPLETED BY THE **ZONING OFFICE**

Date _____ Fee Paid _____ Receipt No. _____

Tax Map _____ Zoning Dist. _____

Location _____

Property Owner _____

Address _____

Describe the Variance Request _____

Administrator's Decision

Approved Denied Transferred to BZA Date _____

Application for Administrative Variance

TO BE COMPLETED BY THE **APPLICANT**

Applicants, please read the following:

The application fee for an administrative variance request is \$100. The Zoning Administrator may grant a variance to any building setback requirement if he can find in writing that the strict application of the ordinance would produce an undue hardship, that such hardship is not shared generally by other properties in the same vicinity, and the authorization of the variance will not be a substantial detriment to the adjacent property. All adjacent property owners will be given 21 days to respond in writing if they have an objection to the variance. Such an objection would transfer the variance request to the Board of Zoning Appeals (BZA) for decision. The applicant would be given an opportunity to withdraw the request prior to placing it on the BZA agenda. If the Zoning Administrator renders a decision, and the applicant wish to appeal that decision, the matter will be transferred to the BZA. An additional fee of \$100 will be collected for any request transferred to the BZA and the normal scheduling and public notice requirements of the BZA will be followed.

An undue hardship may exist because of the size, shape, or topography of the property, or other extra-ordinary situation related to the property or immediately adjacent property. By law, a hardship must be clearly demonstrated and **cannot** be a special privilege or convenience sought by the applicant. Conditions related to the applicant's age, health, or ability to pay cannot be considered as hardships in this process.

The Applicant must be the property owner, the tenant, or the owner's agent.
Adequate documentation will be required.

Name (please print) _____ Phone _____

Mailing Address _____

Current use of the property _____

Describe the proposed project _____

Describe the hardship in complying with the required setback _____

I hereby authorize appropriate county officials to enter upon the subject property during normal business hours to conduct required inspections.

I hereby certify, under penalties of perjury, that the above information is true and correct.

Signature of Applicant _____