



Application No. \_\_\_\_\_

YORK COUNTY BOARD OF ZONING/SUBDIVISION APPEALS  
APPLICATION TO APPEAR

1. Name of Applicant(s) /Company: \_\_\_\_\_  
 \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_
2. Name of Owner(s) (if different from applicant): \_\_\_\_\_  
 \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_
3. Property Address: \_\_\_\_\_  
 Property Tax Number: \_\_\_\_\_
4. A check made payable to "Treasurer, York County" is attached to the application(s)  
 \_\_\_\_\_ \$350.00 for Variance Request or Appeal  
 \_\_\_\_\_ \$100.00 for Administrative Modification
5. I/We have had a pre-application conference with the Secretary of the Board (890-3531) to  
 confirm the type of application. \_\_\_\_ Yes \_\_\_\_ No, explain \_\_\_\_\_  
 \_\_\_\_\_
6. I/We have provided plats, plans or other documents needed for this application.  
 \_\_\_\_ Yes \_\_\_\_ No, explain \_\_\_\_\_
7. Describe the proposed project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. This is a: \_\_\_\_ Variance Request, \_\_\_\_ Modification Request, \_\_\_\_ Appeal of the  
 Administrator's decision dated \_\_\_\_\_.
9. The following Ordinance sections apply to this application:  
 Subdivision Ordinance, Section \_\_\_\_\_ or  
 Zoning Ordinance, Section \_\_\_\_\_
10. What does the section in Item 9 above require? \_\_\_\_\_  
 \_\_\_\_\_

11. If you are applying for a variance, what part of the section above do you want changed as it is applied to your property? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Please state why your variance request should be approved or why the Zoning Administrator's decision should be overruled.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. If your application involves more than one Ordinance section, include one continuation sheet (attached) for each additional Ordinance section involved.

Number of continuation sheets attached: \_\_\_\_\_

I/We certify that the information above is as complete and as accurate as I/we know it to be.

| (print)              | (signature) | (date) |
|----------------------|-------------|--------|
| Applicant _____      | _____       | _____  |
| Applicant _____      | _____       | _____  |
| Property Owner _____ | _____       | _____  |
| Property Owner _____ | _____       | _____  |

**I/WE VERIFY THAT THERE ARE NOT ANY DELINQUENT REAL ESTATE TAXES, NUISANCE CHARGES, OR ANY OTHER CHARGES THAT CONSTITUTE A LIEN ON THE PROPERTY.**

| (print)              | (signature) | (date) |
|----------------------|-------------|--------|
| Property Owner _____ | _____       | _____  |
| Property Owner _____ | _____       | _____  |

**Deliver to:** Secretary  
 York County Board of Zoning/Subdivision Appeals  
 100 C County Drive, P.O. Box 532  
 Yorktown, Virginia 23690

**DEADLINE:** The Board meets on the 4th Thursday of most months. Applications must be received by Friday, four (4) full weeks before the meeting. If the applications are to be mailed, they must be postmarked no later than Friday, four (4) weeks before the meeting. If you are uncertain about a meeting date or deadline, please call the Secretary of the Board. The Board reserves the right to adjust the meeting schedule as necessary.

BOARD OF ZONING/SUBDIVISION APPEALS  
INSTRUCTIONS FOR FILLING OUT AN APPEARANCE APPLICATION

- Item 3. Please provide description of location if other than a well-defined residential lot.
- Item 4. The filing fee is **MANDATORY. NO ACTION WILL BE TAKEN ON THE APPLICATION WITHOUT A FILING FEE.**
- Item 5. The Secretary of the Board will assist applicants in determining whether the application is a variance request or an appeal of the Zoning Administrator's decision. The Secretary is unable to assist applicants in detailed preparations.
- Item 6. One picture is worth a thousand words. Plats, plans and other illustrations of your situation will be of great help to the Board of Zoning/Subdivision Appeals in hearing your case.
- Item 7. Provide all pertinent information regarding the nature and scope of your project.
- Item 8. If you don't know, call the Board's Secretary - 890-3531.
- Item 9. Identify the specific section in the Zoning or Subdivision Ordinance which is causing you to file this application. Example: Zoning Ordinance Section 24-158, or Subdivision Ordinance Section 20.5-81. If more than one section is involved, use one continuation sheet for each section.
- Item 10. Variance example: Allow me to have a 30-foot front yard setback instead of the 45-foot setback in the Ordinance section.
- Item 11. For a variance, explain how the physical characteristics of your property prevent use of the property when required to comply with the Ordinance section. If your property has no unusual physical features, explain the other circumstances which make your property useless when required to comply with the Ordinance section.
- For an appeal of a Zoning Administrator's decision, explain why you think the Zoning Administrator is mistaken in believing that you are violating the Zoning or Subdivision Ordinance on your property or why you think the Zoning Administrator's decision is unreasonable or arbitrary.

BOARD OF ZONING/SUBDIVISION APPEALS  
APPEARANCE APPLICATION CONTINUATION SHEET

1. Name of applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

2. Property Address: \_\_\_\_\_

3. The following Ordinance sections apply to this application:

Subdivision Ordinance Section 20.5- \_\_\_\_\_ or  
Zoning Ordinance Section 24- \_\_\_\_\_

4. What does the section in Item 3 above require? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you are applying for a variance, what part of the section above do you want changed as it is applied to your property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please state why your variance request should be approved or why the Zoning Administrator's decision should be overruled. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                | (print) | (signature) | (date) |
|----------------|---------|-------------|--------|
| Applicant      | _____   | _____       | _____  |
| Applicant      | _____   | _____       | _____  |
| Property Owner | _____   | _____       | _____  |
| Property Owner | _____   | _____       | _____  |