



**Zoning Variance Application**  
**Department of Planning & Zoning**  
 143 Third Street, NW, Suite 1  
 Pulaski, VA 24301  
 540-980-7710  
<http://www.pulaskicounty.org>

|   |   |                                   |  |
|---|---|-----------------------------------|--|
| <b>Applicant:</b>                                     |   |                                   |  |
| <b>Mailing Address:</b>                               |   |                                   |  |
| <b>Phone:</b>   |   | <b>E-mail:</b>                    |  |
| <b>Property Owner:<br/>(If Different)</b>             |   | <b>Tax Map Number:</b>            |  |
| <b>911Address/Site of the<br/>proposed structure:</b> |   | <b>Area or Acreage of Parcel:</b> |  |
| <b>Zone District:</b>                                 | <b>Which Article of the UDO is the Zoning Variance for?</b>   |                                   |  |
|   | <p>A variance is an authorized deviation from certain zoning requirements because of special characteristics of the property, a hardship not generally shared by property holders in the same district, and granted because the hardship prohibits reasonable use of the property. The Board of Zoning Appeals will evaluate the application to ensure that the application meets these criteria. If the applicant cannot show that they meet these criteria then a variance may not be granted</p>   |                                   |  |
|   | <p><b>To prepare the application for variance it is the applicant's responsibility to ensure that the project is feasible. A consultation with the Planning Director is recommended to discuss the project. Applications are due on the 15<sup>th</sup> of the month to be placed on the next month's meeting agenda.</b></p> <p><b>Applicant- In addition to this form, please attach a one-page narrative that;</b></p> <ol style="list-style-type: none"> <li><b>1) Describes the need or the reason for the variance. Describe proposed new use and proposed new development /new structures.</b></li> <li><b>2) Describe why the situation is unique. What prevents you from meeting the ordinance requirements? Were you aware of the situation before you purchase the property? Have you explored other options?</b></li> <li><b>3) Describe how water and sewer service will be met, how the transportation network is supported or how the project will meet VDOT requirements. Reference any consultations held with the Building Official, E&amp;S/SWM, VDH, County Engineer, PSA, VDOT or other agencies consulted in designing the project and how the project will account for meeting these requirements.</b></li> <li><b>4) Describe how the variance request will impact the community. If mitigation measures are proposed, such as landscape buffers include these measures in the narrative.</b></li> <li><b>5) Explain the project with a level of detail that fully describes why your situation is unique and not shared by other properties.</b></li> <li><b>6) If conditions are proposed, they shall be submitted in writing by the applicant, prior to the meeting/public hearing for the application.</b></li> </ol> |                                   |  |

|  |   |
|--|---|
| <p><b>Is Site Plan Attached?</b></p> <p><b>YES Or NO</b></p> | <p><b>Applicant: Attach a site plan showing the planned elements of the project. Include utilities, roadway access and entrance, parking areas, vegetative buffers, fences and all proposed structure locations. For structures show the linear distance in feet to all property lines, and the road right of way line. Show existing and proposed structures on the site plan. A site plan on aerial imagery is preferred and is available at <a href="http://pulaskicounty.org/gis.html">pulaskicounty.org/gis.html</a> The site plan is considered part of the zoning application.</b></p> <p><b>For Commercial and Industrial projects a stamped (engineered) site plan that meets Article 5 of the Unified Development Ordinance will be required prior to permit.</b></p> <p><b>Has VDOT approved the site entrance? Yes OR No</b><br/> <b>If so, include correspondence or permit.</b></p>   |
| <p><b>Variance Process:</b></p>                              | <p><b>A complete application consists of 1) the application form 2) the narrative 3) the site plan and 4) the application fee. When a completed application is received the Planning Dept. will place the item on the agenda and advertise the public hearing. Staff will visit the site to take photos and to determine if additional information is needed. Board of Zoning Appeals Members may visit the site to better understand the site location or proposal.</b></p> <p><b>The application will require a Public Hearing and two (2) published notices will be placed in the paper notifying the public of the hearing date. In addition, notice will be sent to adjoining property owners notifying them of the date of the public hearings. A sign will be posted on the site, notifying the public of the public hearing. The public may submit comments prior to or at the meeting about the variance request.</b></p> <p><b>The landowner or a person representing the application is required to attend the Board of Zoning Appeals Meeting.</b></p> <p><b>If approval is granted, a letter shall be sent with the approval notice. The applicant shall submit all required zoning, building, erosion &amp; sediment and all other applications required for permit prior to construction or land disturbance and the variance approval does not substitute the need for permit.</b></p> <p><b>By signing the application, the property owner indicates that they understand the process for variance review.</b></p> |

Pulaski County assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit. The approval of a zoning permit is based upon the information provided. By signing this application, I grant permission for an agent of the building or zoning department to visit my site for necessary review and inspections.

**Signature (Property Owner): \_\_\_\_\_ Date: \_\_\_\_\_**

**Printed Name (Property Owner): \_\_\_\_\_ Date: \_\_\_\_\_**

|                                 |                                |
|---------------------------------|--------------------------------|
| <p>Received by: _____</p>       | <p>Date: _____</p>             |
| <p>Payment Type and Amount:</p> | <p>Airport Overlay Review:</p> |