

PITTSYLVANIA COUNTY Zoning Ordinance

Variance Application



**Community Development Office
53 N. Main Street
P. O. Drawer D
Chatham, VA 24531
(434) 432-1767**

Applicant Information

Applicant Name(s): _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

Property Owner Information (if different)

Property Owner Name(s): _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

*Owner consent must be notarized if not signed in the presence of Community
Development/Zoning staff.*

Property Information

Property Location / Street Description: _____

GPIN(s): _____

Election District: _____ Acreage/Size: _____

Variance Request

Section(s) of the Zoning Ordinance to which variance is requested: _____

Reason for requesting variance: _____

Applicant Authorization and Acknowledgements

By signing this application, the property owner authorizes the applicant or designated agent to act on their behalf for all matters related to this variance request. This authorization applies to all other materials submitted as part of the application, including the Variance Application Form, Statement of Justification, Site Plan, supporting documents, and any additional information provided during the review process.

The property owner further grants County personnel the right of entry onto the property for the purpose of site evaluation, posting and inspection of zoning signs, and compliance monitoring throughout the review of this petition.

By signing below, I acknowledge that:

- All information submitted in support of this application is accurate to the best of my knowledge.
- Attendance at public hearings (Planning Commission and Board of Zoning Appeals) is required.
- Additional information may be required depending on the nature of the request.
- The applicant (or property owner, if acting as the applicant) is responsible for posting, maintaining, and removing the zoning signs in accordance with County requirements.
- I understand that requests to defer, reschedule, or withdraw a rezoning application are not guaranteed; may require formal action by the Planning Commission or Board of Zoning Appeals; and may result in delays, re-advertising requirements, or additional costs.

Owner Signature (Notarized): _____

Print Name: _____ Date: _____

Notary Acknowledgment:

Sworn to and subscribed before me in my presence this ____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____

Applicant/Agent Signature (Notarized, if different): _____

Print Name: _____ Date: _____

Notary Acknowledgment:

Sworn to and subscribed before me in my presence this ____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____

Application Intake & Completeness Checklist – Staff Use Only

Case No.: _____

Date Received: _____

Staff Reviewer: _____

Complete Application? Yes ☐ No ☐

PC Hearing: _____

BZA Hearing: _____

Action: Approved ☐ Denied ☐ Deferred ☐

Required Submittals

Please check each item included in your submission. Incomplete application packets will not be scheduled.

- ☐ Completed Variance Application Form including signed and notarized Applicant Authorization and Acknowledgements
- ☐ Hardship Statement & Variance Justification
- ☐ Site Plan
- ☐ Sign Posting Affidavit
- ☐ Required Fees: Application fee (\$400), postage fee (actual cost for notice letters to adjacent property owners) and sign fee (\$5 per sign)

Additional Items (If Applicable)

- ☐ Deed (if the parcel was recently acquired and ownership is not yet recorded)
- ☐ Plat (if the property is being subdivided or combined as part of the request)
- ☐ Metes and bounds description (only if not included on submitted plat or required by staff for legal recordation)

Completeness Verification

- ☐ All required submittals present
- ☐ No missing signatures, fields, or pages
- ☐ All documents legible and typewritten where required
- ☐ Site plan meets minimum content requirements

Hardship Statement & Variance Justification

Please provide a concise, type-written response to each of the items below.

Your Hardship Statement & Variance Justification must clearly describe the dimensional relief requested and demonstrate how the application meets the variance criteria in the Pittsylvania County Zoning Ordinance. This information helps staff and the Board of Zoning Appeals understand the hardship, review site conditions, and determine whether the variance is consistent with the intent of the ordinance.

1. Summary of the Requested Variance

Describe the specific zoning standard from which relief is sought (such as setback, height, or lot dimension) and the improvement or condition that requires the variance.

2. Hardship Resulting from Strict Application of the Ordinance

Explain how strict application of the requirement creates an unnecessary or unreasonable hardship. The hardship must arise from the land itself (size, shape, topography, easements, or similar conditions), not from personal preferences, financial issues, or self-created circumstances.

3. Uniqueness of the Property's Conditions

Identify the unique physical conditions that cause the hardship and explain how these conditions are not shared generally by other properties in the same zoning district.

4. Consistency with the Spirit and Purpose of the Ordinance

Explain how the variance would remain consistent with the overall intent of the Zoning Ordinance and how granting it would result in substantial justice while maintaining the purpose of the regulation.

5. No Expansion or Establishment of a Prohibited Use

Confirm that the request does not seek to establish, expand, or continue a use not permitted in the zoning district. Variances may provide dimensional relief only.

6. Impact on Adjacent Properties and the Public

Describe how the variance will not adversely affect neighboring properties, public safety, or community welfare. Note any design choices that help avoid impacts or conflicts.

7. Additional Information (Optional)

Provide any other information—such as surveys, constraints, or existing site conditions—that supports approval of the request.

VIRGINIA:

BEFORE THE BOARD OF SUPERVISORS OF
PITTSYLVANIA COUNTY

A _____ acre parcel of land,)
generally located _____)
within the _____)
Election District, and recorded as)
parcel # _____ in the)
Pittsylvania County tax records.)

PETITION

TO THE HONORABLE SUPERVISORS OF PITTSYLVANIA COUNTY

WHEREAS, your Petitioner _____ respectfully
files this petition pursuant to Section 35-713 of the Pittsylvania County Zoning Ordinance and in
accordance with the Code of Virginia 1950, as amended, and would respectfully show the following:

- 1) The Petitioner is the owner of the above-referenced parcel of land, or is filing with the owner's consent.
- 2) The property is presently zoned under the provisions of the Pittsylvania County Zoning Ordinance as _____ District.
- 3) Your petitioner now desires to have issued a Variance to Section _____ of the Pittsylvania County Zoning Ordinance in order to _____

WHEREFORE, your Petitioner respectfully requests relief from the strict application of the Zoning Ordinance of Pittsylvania County and requests that the above-referenced parcel of land be issued a Variance as set out in Number 3.

FURTHER, your Petitioner respectfully requests that this petition be referred by the Zoning Administrator/Secretary to the Pittsylvania County Planning Commission for its consideration and recommendation.

Respectfully submitted,

Petitioner

*Sworn to and subscribed before me in my presence this _____ day of _____, _____, in my City and State
aforesaid, by _____ Notary Public. My commission Expires: _____*

Sign Affidavit

Sec. 35-817. POSTING OF PROPERTY - PLANNING COMMISSION HEARING-

At least fourteen (14) days preceding the Commission's public hearing on a zoning map amendment, there shall be erected on the property proposed to be rezoned, a sign or signs provided by the Zoning Administrator indicating the date, time, and place of the public hearing. The sign shall be erected within ten (10) feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than two and one-half (2 1/2) feet above the ground. If more than one (1) such road abuts the property, then a sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, then signs shall be erected in the same manner as above on at least two (2) boundaries of the property abutting land not owned by the applicant.

Sec. 35-818. POSTING OF PROPERTY - BOARD OF SUPERVISORS HEARING-

When a public hearing has been scheduled before the Board of Supervisors for a Zoning Map amendment, there shall be erected, at least fourteen (14) days preceding such hearing, a sign or signs provided by the Zoning Administrator indicating the date, time and place of the public hearing. Such sign or signs shall be erected in the same manner as prescribed in Section 35-817 above.

Sec. 35-819. MAINTENANCE AND REMOVAL OF SIGNS.

Any sign erected in compliance with this section shall be maintained at all times by the applicant up to the time of the hearing. It shall be unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remove or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant within fourteen (14) days following the public hearing for which it was erected.

I have read and understand Sections 35-817, 35-818, and 35-819 of the Pittsylvania County Zoning Ordinance. I understand it is my responsibility to post, maintain and remove this/these sign or signs, according to Section 35-817, Section 35-818, and 35-819. If this sign is removed or destroyed, I understand it is my responsibility to obtain another sign from the Zoning office, post the property and maintain the sign(s), according to the above Sections of the Pittsylvania County Zoning Ordinance.

Should the property not be posted and the sign(s) maintained as required above, I understand the board may defer the case.

Applicant Signature: _____

Date: _____

Print Name: _____

Case No.: _____

Sworn to and subscribed before me in my presence this ____ day of _____, _____, in my City and State aforesaid, by _____ Notary Public. My commission Expires: _____