



APPLICATION  
BOARD OF ZONING APPEALS

**APPEAL**

\_\_\_\_\_ Filing Fee  
\_\_\_\_\_ Filing Deadline  
\_\_\_\_\_ Board of Zoning Appeals Hearing

The City will send written notice of public hearings by certified or registered mail to all adjoining and facing property owners at least 10 days prior to the Board of Zoning Appeals hearing, and not more than 30 days prior to the hearing.

Board of Zoning Appeals hearing \_\_\_\_\_

Notices will be sent by certified or registered mail between the dates of

\_\_\_\_\_ and \_\_\_\_\_.

# INSTRUCTIONS

## FILING FOR BOARD OF ZONING APPEALS

1. **FILING.** Appeals to the Board of Zoning Appeals must be filed within 30 days from the date that the order, requirement, decision or determination was made.
2. **APPLICATION FORMS.** Complete the form titled "Application for Appeal, Board of Zoning Appeals." Please use black ink or type. Sign the form and include a daytime phone number.
3. **PLANS.** Applicants must submit 12 copies of plans, as requested by the Planning Department staff (e.g., site layout plan, building elevations, floor plans, etc.). Plans must be legible and drawn to scale, showing the subject property, existing and proposed buildings or additions, and clearly showing the subject of the appeal.

Plans must be individually folded to a maximum size of 9" x 14" and in such manner that the lower right corner of the plan is on top with the plan title in view. Rolled plans will not be accepted.

4. **FILING FEE.** Applicants must submit a filing fee with the application. Exact fee amount may be obtained from the Department of Planning and Zoning.
5. **PROPERTY OWNER NOTIFICATION.** In the case of an appeal to the Board of Zoning Appeals, the City shall send written notice to all adjoining and facing property owners; notices must be sent by certified or registered mail at least ten days prior to the Board of Zoning Appeals public hearing (not counting the date of the hearing) and not more than 30 days prior to the hearing. In the event the application is deferred, notification shall be given again.

Failure to send accurate or correct notices will result in deferral of the application to a later hearing date.

For assistance with any of these procedures,  
please call the Department of Planning and Zoning at 703-838-4666



APPLICATION  
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**APPEAL**

BZA CASE # \_\_\_\_\_

Identify the order, requirement, decision or determination that is the subject of the appeal. Attach one copy to the application.

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What is the date that the order, requirement, decision or determination was made? \_\_\_\_\_  
The appeal must be filed within 30 days from the date that the order, requirement, decision or determination was made.

**PART A**

1. Applicant:     Owner     Contract Purchaser  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Daytime Phone \_\_\_\_\_
2. Property Location \_\_\_\_\_
3. Assessment Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_
4. Legal Property Owner:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

5. If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor or other person for which there is a form of compensation, does this agent or the business in which they are employed have a business license to operate in the City of Alexandria, Virginia?

[ ] Yes — Provide proof of current City business license.

[ ] No — Said agent shall be required to obtain a business prior to filing application.

THE UNDERSIGNED HEREBY ATTESTS that all of the information herein provided including the site plan, building elevations, prospective drawings of the projects, etc., are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

Pursuant to Section 13-3-2 of the City Code, the use of a document containing false information may constitute a Class 1 misdemeanor and may result in a punishment of a year in jail or \$2,500 or both. It may also constitute grounds to revoke the permit applied for with such information.



# BOARD OF ZONING APPEALS PROCESS

## Public Hearings — Board of Zoning Appeals

The Board of Zoning Appeals meets on the second Thursday of each month in the City Council Chambers, City Hall, at 7:30 P.M. Meeting dates should be verified by the applicant prior to the hearing as they are subject to change. The applicant or a representative must attend the meeting.

## Definition of Appeal

The Board of Zoning Appeals is authorized to hear appeals where it is alleged there is error from any order, requirement, decision or determination made by the director in the administration or enforcement of this ordinance and jurisdiction on appeal is not given to another body. The appeal must be filed within 30 days of such order, requirement, decision or determination made by the director.

## Appeal Powers — Board of Zoning Appeals

The Board of Zoning Appeals may reverse or affirm wholly or partly or may modify the order, requirement, decision or determination appealed from.

## Stay of Proceedings

A properly filed appeal shall stay all proceedings in furtherance of the action appealed from, unless the director certifies to the Board after the notice of appeal has been filed that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed except by a restraining order which may be granted by the Board or by a proper court on notice to the director and on due cause shown.

## Decisions on Appeal

Within a reasonable time after the appeal has been filed, the Board shall hold a public hearing, giving public notice thereof as well as due notice to the parties in interest, decide the appeal, and file with the director written findings of fact and conclusions regarding the appeal. The concurring vote of four members is needed to reverse a decision. The director will provide a copy of the decision to the appellant and to each other person who was a party of record at the hearing.

## Appeal of the Board of Zoning Appeals Decision

Any person jointly or severally aggrieved or affected by a decision of the Board of Zoning Appeals may appeal such decision by filing a petition in the Circuit Court of the City. The petition shall set forth the alleged illegality of the Board's action, and shall be filed within 30 days from the date of the decision of the Board.

# PROCESS FLOW CHART: BZA Appeals

