

**APPLICATION FORM FOR AN APPEAL TO A DECISION OF THE ZONING ADMINISTRATOR**



**CITY OF RICHMOND - ZONING ADMINISTRATION OFFICE**  
**ROOM 110, CITY HALL, 900 EAST BROAD STREET**  
**RICHMOND, VIRGINIA 23219**  
**(804) 646-6340**      [DCDZoningAdministration@Richmondgov.com](mailto:DCDZoningAdministration@Richmondgov.com)

**TO BE COMPLETED BY APPELLANT**  
**(See the reverse side of this application for completion instructions)**

**1. APPEALS TO THE BOARD OF ZONING APPEALS MUST BE FILED WITH THE ZONING ADMINISTRATION OFFICE IN THE CITY OF RICHMOND CITY HALL - ROOM 110. SUCH APPEAL SHALL BE FILED NOT MORE THAN 30 DAYS FROM THE DATE OF THE DECISION FOR WHICH REVIEW IS SOUGHT. APPEALS FILED AS HEREIN PROVIDED ARE ALSO DEEMED TO HAVE BEEN PROPERLY FILED WITH THE BOARD OF ZONING APPEALS.**

**2. APPELLANT:** \_\_\_\_\_ **PHONE: (home) (\_\_\_\_) (work) (\_\_\_\_)**  
**(Name/Address)** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
\_\_\_\_\_ **Fax No. (\_\_\_\_)** \_\_\_\_\_  
\_\_\_\_\_

**3. APPELLANT'S** \_\_\_\_\_ **PHONE: (home) (\_\_\_\_) (work) (\_\_\_\_)**  
**REPRESENTATIVE:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
\_\_\_\_\_ **Fax No. (\_\_\_\_)** \_\_\_\_\_  
**(Name/Address)** \_\_\_\_\_  
\_\_\_\_\_

**4. LIST THE SPECIFIC SECTION NUMBER(S) OF THE ZONING ORDINANCE WHICH ARE BEING APPEALED:**

\_\_\_\_\_

**5. PROPERTY ADDRESS(ES):** \_\_\_\_\_

\_\_\_\_\_

**6. GROUNDS FOR THE APPEAL (Grounds for the Appeal may be supplemented on additional page(s)):**

**I AM APPEALING UNDER SECTION 17.20, PARAGRAPH (a) OF THE CHARTER OF THE CITY OF RICHMOND.**

**7. SIGNATURE OF APPELLANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE**

**APPEAL DEADLINE DATE :** \_\_\_\_\_ **TAX PARCEL NO(s):** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_  
**DATE FILED:** \_\_\_\_\_ **TIME FILED:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_ **RECEIPT NO.** \_\_\_\_\_

**TO BE COMPLETED BY THE SECRETARY OF THE BOARD OF ZONING APPEALS**

**DATE FILED:** \_\_\_\_\_ **CASE NUMBER:** \_\_\_\_\_ **HEARING DATE:** \_\_\_\_\_ **AT** \_\_\_\_\_ **P.M**

**AS CERTIFIED BY:** \_\_\_\_\_ **(ZONING ADMINISTRATOR)**

**AS CERTIFIED BY:** \_\_\_\_\_ **(SECRETARY, BOARD OF ZONING APPEALS)**

# **APPLICATION INSTRUCTIONS**

To assist you in the processing of your appeal to the Board of Zoning Appeals regarding a decision of the Zoning Administrator it is important that you complete all sections of the application form on the reverse side as completely as possible. For ease of understanding, the following paragraphs are numbered to correspond to the numbers on the front of the application. Please understand that attendance by you or your representative at the meeting of the Board of Zoning Appeals at which your appeal will be considered is mandatory.

1. For your information, appeals to the Board of Zoning Appeals may be taken by any person aggrieved by any decision of the Zoning Administrator. Under Section 17.19 of the City Charter, the Board of Zoning Appeals has established a "reasonable time" for the filing of an appeal to be thirty (30) days from the date of the decision for which review is sought. Appeals not filed within the prescribed thirty (30) day appeal period may not be considered by the Board of Zoning Appeals. An appeal of the Zoning Administrator's decision stays all actions of the Zoning Administrator unless the Zoning Administrator certifies to the Board of Zoning Appeals that a stay would cause imminent peril to life or property.

2. This portion of the application is designed to facilitate contact between you and the Zoning Administration Office and Board of Zoning Appeals to ensure that your application is processed in a timely manner. Often times it is necessary for the Zoning Administration Office or the Secretary to the Board of Zoning Appeals to contact you regarding certain aspects of your appeal. This information is also needed to notify you of the date, time and place of your appeal hearing before the Board of Zoning Appeals.

3. Although it is not necessary to have someone other than you appear before the Board of Zoning Appeals to represent your interests regarding your appeal, you may elect to have a representative give testimony on your behalf. To ensure that this person is fully informed regarding all aspects of your application including the date, time and place of your appeal hearing it is important that this section be filled out as completely as possible.

4. It is important that the Zoning Administrator and the Board of Zoning Appeals be fully informed regarding the statutory basis of your appeal. To facilitate this understanding it is necessary that you identify the specific section(s) of the zoning ordinance which you feel the Zoning Administrator has mistakenly interpreted and on which you are basing your appeal.

For example, if you feel the Zoning Administrator has misinterpreted the zoning ordinance definition of a "Family", you would merely list Section 30-1220 (the corresponding section of the Zoning Ordinance identifying the definition of family) in this line of the application. The Zoning Administrator can assist you in identifying the appropriate section numbers, which formed the basis of the Zoning Administrator's denial of your request.

5. Please identify the address(es) of each property involved in your appeal application. It is very important that the address(es) be properly and completely identified for the reason that it is needed for the legal advertisement of your appeal application.

6. In this portion of the application you explain why you are seeking review of the Zoning Administrator's decision. Stating the reasons for your appeal as clearly and concisely as possible improves your chances of success before the Board of Zoning Appeals. It also may provide the Zoning Administrator with important information that leads to a reversal of the original decision which has prompted your appeal. It is important that you identify all of the reasons for your appeal in this portion of the application. If additional grounds for your appeal are presented to the Board of Zoning Appeals which were not part of your appeal application, the Zoning Administrator will not have been given all of the relevant information on which to base a final decision. This may result in a continuance of your case or exclusion of the subject information altogether from your testimony before the Board of Zoning Appeals. You may supplement your application with any information you deem appropriate including but not limited to surveys, site plans, floor plans, elevation drawings, pictures etc.

7. The person filing the appeal (appellant) or the appellant's representative must sign and date the application form. The signature must be the same as either the appellant or the appellant's representative listed in either Section 2 or 3 of the application.