



Botetourt County Board of Zoning Appeals
Application for Appeal

5 West Main Street, Suite 100 ♦ Fincastle, VA 24090 ♦ 540.473.8320

Date: _____

To the Botetourt County Board of Zoning Appeals:

Property owner name(s)			
Mailing address			
Town, State, Zip Code			
Phone number		FAX	
Email			
Tax map number(s):			

Any person who is aggrieved by any decision of the Zoning Administrator or by any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of the Zoning Ordinance may file an appeal within thirty (30) days of the date of such decision to the Botetourt County Board of Zoning Appeals.

Sec. 25-552. Appeals.

- (a) *Applications.* Applications to the Board of Zoning Appeals may be made by: Any person aggrieved, or any officer, department or agency of the county affected, by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of this chapter.
- (b) *Appeals from administrative ruling.* The Board of Zoning Appeals shall hear and decide appeals from any order, requirement, decision or determination made by an administrative officer in the administration or enforcement of this chapter.

Nature of appeal:	
How is the appellant an aggrieved person?	
Date of order, requirement, decision, determination or notice of violation that is subject to the appeal?	



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All applicants must have notarized signatures by the current property owners. By signing below, signature(s) indicate consent for county officials to conduct site reviews on this property.

Signature, property owners _____ Date _____ Signature, property owners _____ Date _____

State of Virginia
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2__ by _____.

My commission expires: _____ Date

Notary Public printed name and registration number _____ Notary Public signature _____

State of Virginia
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2__ by _____.

My commission expires: _____ Date

Notary Public printed name and registration number _____ Notary Public signature _____

Note: Signature(s) of property owner(s) must be notarized.

Process of Appeal:

Once an appeal is filed, it is reviewed to determine that it is complete, and then will be scheduled for public hearing before the Board of Zoning Appeals. There are state code requirements for the public hearing and this public hearing provides the opportunity for the appellant, staff and any interested parties to be heard on the issue of appeal. Prior to the public hearing, the staff forwards a background report to the Board of Zoning Appeals, which includes the appellant's application, grounds for appeal and staff's response. Following the public hearing, the Board of Zoning Appeals makes a final decision.

The appellant is required to submit the following:

- ◆ \$150.00 filing fee
- ◆ Cost of adjacent property owner notification by certified mail
- ◆ Twelve (12) collated copies of the completed *Application of Appeal*

Meetings and hearings shall be in accordance with Sec. 25-535