

## CITY OF MANASSAS PARK

Planning & Zoning Department One Park Center Court Manassas Park, VA 20111 Phone (703) 335-8820 ~ Fax (703) 335-0053 www.cityofmanassaspark.us

APP#:	
Planner	r:
Hearing	g Date:

## APPLICATION FOR AN APPEAL

Fee: \$ 400.00 (please print)

date	
stamp	

APPLICATION INFORMATION	Name	Title
I (I GIGINITIO)	Mailing address	
	E-mail	Day-time phone
		2 ay ame phone
	T	
OWNWER INFORMATION	Name	Title
	Mailing address	
$\square$ SAME AS APPLICANT	E-mail	Day-time phone
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	Т	
DD CDED TIL		
PROPERTY INFORMATION	Property address	
	Tax map number	Lot size (in acres or sq. ft.)
	Zoning of property	
SUBJECT OF APPEAL	This is an application to □ the Board of Zoning Appeals following determination by the Zoning Administrator.	OR ☐ the Governing Body for an appeal from the
AFFEAL	Zoning of property	Determination date
	Zonning of property	Determination date
	(statement by applicant – use additional pages if necessary)	
JUSTIFICATION		
FOR AN APPEAL		
	nat the information provided on this application and the accomple correct to the best of my knowledge and belief.	panying drawing of the property is
Signature of appl	icant date receipt #	date

## APPEAL CHECKLIST

THE BOARD WILL HEAR ALL REQUESTS FOR AN APPEAL <u>WITHIN NINETY (90)</u> DAYS FROM THE RECEIPT OF THE COMPLETED APPLICATION.

THE COMPLETED APPLICATION MUST BE RECEIVED BY CLOSE OF BUSINESS DAY NOT LAGER THAN 30 DAYS FROM <u>RECEIPT</u> OF A VIOLATION NOTICE AND CORRECTION ORDER OR ZONING DETERMINATION.

THE FOLLOWING INFORMATION MUST ACCOMPANY AN APPLICATION TO THE BOARD OF ZONING APPEALS AND IS TO BE PROVIDED BY THE <u>APPLICANT</u>:

The application form must be completed by the applicant in its entirety. Incorrect or inaccurate information may result in dismissal of the application for a variance.

	Hearing date, which will be the next applicable agenda date. All appeals will be heard within 90 days from receipt of the completed application.
THE	ADMINISTRATION DIVISION OF THE PLANNING OFFICE:
THE	FOLLOWING INFORMATION WILL BE PROVIDED TO THE APPLICANT BY THE ZONING
	The fee determined by the Governing Body: \$ 400.00.
	For appeals of a violation notification correction order include a description of the alleged violation, appropriate drawings showing applicable setbacks and other dimensions associated with the structure or use that is the subject of the violation, and rationale for the appeal.
	background information (the reason for the request for a determination), the determination rendered by the zoning administrator, and the rationale for the appeal.
	Attach a complete justification statement describing the property or site (if applicable),