

**REQUEST FOR VARIANCE TO  
SUBDIVISION ORDINANCE  
TOWN OF FRONT ROYAL**

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**PROPERTY OWNER (if different from applicant)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**PROPERTY DESCRIPTION**

Property Location/Address \_\_\_\_\_

Tax Map \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Acreage \_\_\_\_\_

Subdivision Name (if applicable) \_\_\_\_\_

Present Zoning \_\_\_\_\_

**REQUEST**

Proposed Use of Property \_\_\_\_\_

Variance Request (Cite Specific Code Sections) \_\_\_\_\_

What is the applicant's interest in the property? \_\_\_\_\_

Has any previous application been filed in connection with these premises?

No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

ADJACENT PROPERTY OWNERS - List the names and mailing addresses of all owners of property abutting or across the road from this property.

NAME	MAILING ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheets if needed)

ATTACHMENTS - The following should be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey/Plat of property showing all existing improvements.  
(8 copies)
2. Application Fee - \$250. (Checks payable to Town of Front Royal)
3. Completed variance checklist form.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

Dated at \_\_\_\_\_, Virginia, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

OFFICE USE ONLY

Receipt # \_\_\_\_\_  
Date Paid \_\_\_\_\_

Planning Commission

Hearing Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_

Town Council

Hearing Date: \_\_\_\_\_ Date Sent to Clerk: \_\_\_\_\_

# VARIANCE CHECKLIST

Property Location \_\_\_\_\_ Variance(s) Requested: \_\_\_\_\_  
(Specify Town Code Sections)

A. If strictly adhered to, the Town Code Sections cited above would cause unnecessary hardship, as follows:

1. My use of the property would be prohibited or unreasonably restricted because of the:
  - \_\_\_\_\_ a. exceptional narrowness, shallowness, size or shape of the property existing at the time the ordinance became effective.  
- or -
  - \_\_\_\_\_ b. exceptional topographical conditions or other extraordinary situation or condition of the property.  
- or -
  - \_\_\_\_\_ c. condition, situation or development of property immediately adjacent to the subject property.

State specifically the reasons/conditions affecting this property:

---

---

---

---

(Use additional sheet if needed)

- or -

2. A clearly demonstrable hardship\* that approaches confiscation of my property would result if a variance is not granted. Specify the hardship that would result from strict application of the ordinance.

---

---

---

---

(Use additional sheet if needed)

**\* Note: Financial burden or added cost in complying with the ordinance is not a hardship under the law. You must show where confiscatory restrictions exist.**

B. Property acquired in good faith, without foreknowledge of the restrictions upon it.

Yes \_\_\_\_\_ No \_\_\_\_\_

C. The hardship outlined above is not shared generally by other properties in the same zoning district and the same vicinity.

Yes \_\_\_\_\_ No \_\_\_\_\_

D. Authorizing this variance will not result in substantial detriment or adverse impact to adjacent property.

Yes \_\_\_\_\_ No \_\_\_\_\_

E. The character of the district will not be changed by the granting of this variance request.

Yes \_\_\_\_\_ No \_\_\_\_\_

Additional comments or justification may be attached on a separate sheet.

**OFFICE USE ONLY**

**COMMISSION/BOARD FINDINGS**

A. 1. Use of Property Restricted:

- \_\_\_\_\_ Shape, size or configuration of property
- \_\_\_\_\_ Topographic or other extraordinary condition
- \_\_\_\_\_ Condition or situation on adjacent property

Specify: \_\_\_\_\_  
\_\_\_\_\_

A. 2. Clearly Demonstrable Hardship:

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Good Faith: \_\_\_\_\_

C. Property Uniqueness: \_\_\_\_\_

D. Effect on Adjacent Property: \_\_\_\_\_

E. District Character: \_\_\_\_\_

F. The situation or condition is not of general or recurring nature to warrant the formulation of a general regulation or amendment to the ordinance.

True \_\_\_\_\_ False \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_