



801 Crawford Street, Portsmouth, Virginia 23704

Variance Application Form

www.portsmouthva.gov/planning/

Notes:

1. A pre-application conference with the Zoning staff is mandatory prior to submission of an application for a variance.
2. Applications for a variance may be made by any property owner, tenant, government official, department, or board to the Zoning Administrator.
3. A variance may be applied for to allow for a deviation from the provisions of the Zoning Ordinance regulating the shape, size, or area of a lot of land or the size, height, area, bulk, or location of a building or structure.
4. A variance may not be applied for to authorize a use.
5. A variance may be applied for to authorize the approval of adjusting lot lines to make a parcel less nonconforming in accordance with the Nonconformities section of the Zoning Ordinance.
6. A variance may be applied for to allow for a deviation from the provisions of the Zoning Ordinance regulating the shape, size, or area of a lot of land or the size, height, area, bulk, or location of a building or structure prior to pursuing a CBPA exception (Chapter 9.1 - Chesapeake Bay Preservation Area Overlay District 9 VAC 10-20-150 C 2 a). The Virginia Department of Conservation and Recreation Guidance on the Chesapeake Bay Preservation Area - Exceptions advises, "other forms of regulatory relief should be considered before an exception is pursued."
7. Variances may be applied for to allow for a deviation from the provisions of Chapter 14.1 Flood Protection (Section 14.1-13.-Variances; factors to be considered.).
8. Applicants are required to demonstrate a hardship (that is not self-imposed) for approval of a variance permit.

1. General Project Information

Project Address:

Tax Parcel Identification Number:

2. Written Description of Request – Answer all the questions under this section. Attach additional sheets as needed

A) Explain in detail, the nature of your request for a variance and identify the standard(s) or requirement(s) of the zoning ordinance that is subject to this variance request.

B) Is the property exceptionally narrow, shallow or does it have an exceptional size or shape that existed prior to the effective date of the zoning ordinance? Yes No If yes, please describe below.

Project Address:

Tax Parcel Identification Number:

C) Does the property have exceptional topographic conditions or some other extraordinary situation or condition that makes it unlike other properties in the immediate vicinity? Yes No If yes, please describe below.

D) Is there some particular condition, situation, or development on the property immediately adjacent to the subject property that affects the subject property's ability to comply with the regulations you are seeking a variance from? Yes No If yes, please describe below.

E) Provide a written description of any hardship(s) and how such hardship(s) is not self-imposed.

3. Submittal Requirement Checklist
(Submittals should include 10 copies of listed items, unless otherwise stated.)

<input type="checkbox"/>	Pre-application conference completed
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Variance Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Locations, square footages, and dimensions of all existing and proposed structures
<input type="checkbox"/>	All minimum and maximum setbacks, including build-to lines
<input type="checkbox"/>	Easement types, locations, and dimensions
<input type="checkbox"/>	Copy of a plot plan
<input type="checkbox"/>	An elevation drawing showing proposal and proposed height or other sketches, or plans where applicable
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department