



TOWN OF SMITHFIELD

310 Institute Street, PO Box 246, Smithfield, VA 23431

Tel: 1-(757)-365-4200 Fax: 1-(757)-357-9933

www.smithfieldva.gov

BOARD OF ZONING APPEALS (BZA) APPLICATION

Date of Application _____ Date of Meeting _____

In accordance with Article 12 of the Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled BZA meeting. If any new materials are submitted at the meeting, then the BZA may table the application. The BZA meets the 3rd Tuesday of the month (unless otherwise noted) at 7:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

Applicant/Owner: _____

Address: _____

Phone: _____

Email: _____

Check all that apply:

- Special Yard Exception
- Special Use Exception
- Special Height Exception

- Variance
- Other
\$150.00 fee submitted

Proposed Use/ Exception: _____

Please include with your application an exhibit, plat, survey, signed and sealed by a DPOR professional, illustrating the proposed variance/ exception. A written narrative should accompany this application.

DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (printed or typed) _____

Name: (signature) _____