



**CITY OF SUFFOLK**  
**Planning & Community Development**  
**442 W Washington Street**  
**Suffolk, Virginia 23434**  
**757-514-4150(phone) 757-514-4199(fax)**  
[cddapplication@suffolkva.us](mailto:cddapplication@suffolkva.us) (email)  
[www.suffolkva.us](http://www.suffolkva.us) (website)

**ADMINISTRATIVE VARIANCE REQUEST**

1. **Name of Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. **Name of Property Owner if different from applicant:**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. **Property Specifics:**

Address: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

4. A check for \$66.00, payable to "City of Suffolk", is attached to this application as my filing fee.  Yes  No

5. I have had a pre-application conference with the Zoning Administrator to confirm the type of application.  Yes  No

6. I am attaching:

- physical survey       adjacent property owner letters
- drawings               certified mailing receipts
- plans

7. Describe in detail the nature of your appeal and/or request for a variance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. In the section mentioned in item 7 above, what do you need relief from (ex. Side yard setback)

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9. Please attached a letter indicating why your variance request should be approved and address the following items: (§ 15.2-2309 – Code of Virginia)

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance; (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area; (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance; (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.

I/We certify that the information above is complete and accurate.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner \_\_\_\_\_ Date \_\_\_\_\_