



**City of Newport News**

**Department of Codes Compliance**

2400 Washington Avenue, Newport News, Virginia 23607  
<http://www.nnva.gov/codes-compliance>

Phone (757)933-2311 Fax (757)926-8311  
[propmt@nnva.gov](mailto:propmt@nnva.gov)

**OFFICE USE ONLY**

APPLICATION NUMBER

**APPLICATION FOR VARIANCE TO ZONING ORDINANCE**

DATE: \_\_\_\_\_

TO THE BOARD OF ZONING APPEALS:

I, \_\_\_\_\_ THE UNDERSIGNED OWNER OF  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION, LOCATED  
IN \_\_\_\_\_ DISTRICT, ON  
(NEAR) \_\_\_\_\_

HEREBY APPLY FOR A VARIANCE FROM SECTION \_\_\_\_\_  
SUBSECTION \_\_\_\_\_ OF THE ZONING ORDINANCE OF THE CITY  
OF NEWPORT NEWS TO PERMIT (STATE FULLY THE PURPOSE OF THE  
APPLICATION)

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PERSON REPRESENTING APPLICATION:  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER(S):  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

**THIS APPLICATION MUST BE ACCOMPANIED BY A \$250.00 FEE**

## **VARIANCE APPLICATION INSTRUCTIONS**

Please submit the following:

1. Variance application form
2. Cash or check in the amount of \$250.00 payable to the City of Newport News. (This processing fee is nonrefundable)
3. Sealed surveyor's plot of property (no larger than size 11" x 17") showing all existing structures on the property and the proposed construction, including distances from property lines and other structures.
4. Satisfactory evidence that any delinquent real estate taxes owed to the city which have been properly assessed against the subject property have been paid.

### **Attachments:**

1. **Variance Application form.**
2. **Board of Zoning Appeals meeting Schedule, deadline dates for application submission.**
3. **List of Board of Zoning Appeals Members.**
4. **Sections of the City's Zoning Ordinance pertaining to the Board of Zoning Appeals/Variance.**

Please contact Marie Lanpher (926-8870) with any questions.