

**TOWN OF RICHLANDS**  
**200 WASHINGTON SQUARE**  
**RICHLANDS, VA 24641**  
**PHONE (276) 964-2566 · FAX (276) 963-2889**

To whom it may concern

The following information is provided as a guideline for citizens requesting a variance from the zoning requirements for properties located in the Town of Richlands.

A property owner may request a hearing before the board of zoning appeals for a variance from the requirements of the Zoning Ordinance when, owing to special conditions a liberal enforcement of the provisions will result in unnecessary hardship: provided that the spirit of the ordinance shall be observed.

**The board shall authorize no such variance unless it finds:**

- A. That the strict application of the ordinance would produce undue hardship.
- B. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity
- C. That the authorization of such variance will not be of substantial detriment to adjacent property and the character of the district will not be changed by the granting of the variance.

**The following steps are required:**

1. The property owner or their agent needs to submit a written request to the Town Manager. The request should include the location of the property and the variance requested, including a site plan, along with the reason for the request.
2. A public hearing shall be held in relation thereto at which parties in interest and citizens shall have an opportunity to be heard by the board of zoning appeals.
3. Notice shall be given of the time and place of such hearings by publication in at least two issues of some newspaper having a general circulation in the jurisdiction. Such notice shall specify the time and place of the hearing at which persons affected may appear and express their views. The hearing shall be held not less than five days or more than ten days after final publication.
4. The applicant for a variance shall be responsible for the cost of advertising. Depending on the request and the wording required for the advertisement the cost is from approximately \$100.00 to \$200.00. A cost of \$100.00 is required prior to advertising. If the cost is less the remainder will be refunded, if the cost is more the remainder will be billed. All advertising costs must be paid prior to a permit being issued.

If there are any questions please contact the Richlands Town Hall.