



Subdivision Variance Application Information

Rules Governing Justification for Variance:

In writing your justification for a variance request, you should carefully consider all of the following criteria. According to section 8-115 of the Montgomery County Code the Planning Commission and Board of Supervisors may authorize a variance from any provision in cases where it is determined that:

- 1) Strict adherence to the provisions of this article would result in substantial hardship or injustice;
- 2) The authorization of the variance will not be of substantial detriment to adjacent or nearby property;
- 3) The authorization of the variance will not be detrimental to the public health, safety, or welfare;
- 4) The hardship is not self-inflicted; and
- 5) The variance will not substantially compromise the intent of this article. Any variance authorized by the board of supervisors will be recorded in the minutes of the board together with an explanation of the reasons for granting the variance.

Furthermore, when deciding whether or not to grant variances, the board of supervisors may impose conditions in order to protect public welfare or to help achieve the intent of the ordinance.

Required Materials:

- ❑ Completed and signed subdivision variance application form,
- ❑ A letter detailing the justification for the request, including any supporting documentation,
- ❑ A detailed scale drawing of the property and the proposed project, with a location map,
- ❑ Fifteen (15) copies of all application materials with the appropriate application fee (Make checks payable to "Treasurer of Montgomery County"):
 - Subdivision Variance: \$100.00 (plus \$10.00 technology fee)

Applications are accepted on the first business day of each month for the Planning Commission review the following month. Applications received after the first business day of the month will be processed with the following month's applications.



Subdivision Variance Application

Application for variance to section _____ of the subdivision ordinance to allow:

| | |
|-------------------|-------------------|
| Landowner: _____ | Agent: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| Telephone: _____ | Telephone: _____ |
| _____ | _____ |
| Cell phone: _____ | Cell phone: _____ |
| _____ | _____ |
| Fax: _____ | Fax: _____ |
| Email: _____ | Email: _____ |

Property Information: 911 Address of Property _____

Tax Parcel Number: _____ Zoning Classification: _____ Parcel ID: _____

I have attached the following:

- 1. Letter detailing the justification for the request (see attached guidelines), including any supporting documentation;
- 2. A scale drawing of the property and the proposed project, with location map; and
- 3. Application Fee (\$110.00)
- 4. Fifteen (15) copies of application materials

I certify that the information supplied on this application and on the attachments provided (maps and other information provided) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of Montgomery County and the State of Virginia to enter the above property for the purposes of processing and reviewing the above application.

| | | | |
|--------------------------|------|-------------------|------|
| Landowners' Signature(s) | Date | Agent's Signature | Date |
|--------------------------|------|-------------------|------|

FOR OFFICE USE ONLY

Date Received: _____ Application Number: _____