



Bedford County
Department of Community Development
Division of Planning
122 E. Main Street, Suite G-03
Bedford, VA 24523
(540) 586-7616 • Fax (540) 586-2059
www.bedfordcountyva.gov/planning

For staff use only

Date received:

Received by:

Fee Paid: \$

Application No.:

Project No.:

Administrative Modification Application

GENERAL INFORMATION:

The Bedford County Zoning Ordinance provides that upon application the Zoning Administrator is authorized to grant a modification from any **building setback** provision contained in the Zoning Ordinance if the Zoning Administrator finds in writing that:

1. The strict application of the ordinance would produce undue hardship;
2. Such hardship is not shared generally by other properties in the same zoning district and the same vicinity; and
3. The authorization of the variance will not be of substantial detriment to adjacent property and the character of the zoning district will not be changed by the granting of the variance.

Prior to the granting of an administrative modification, the Zoning Administrator must give written notice to all adjoining property owners of the request for modification, and an opportunity to respond to the request within 21 days of the date of the notice. The Zoning Administrator shall make a decision on the application for modification and issue a written decision with a copy provided to the applicant and any adjoining landowner who responded in writing to the notice sent.

APPLICATION PROCEDURE:

- **Consultation with Planning Staff:** You are requested to meet with a staff planner and/or Zoning Administrator to discuss the need for the modification request prior to formal application submittal.
- **Application Submittal:** A complete, signed and dated Administrative Modification Application form, accompanied by any other additional information as may be required by the Zoning Administrator, is to be submitted to the Department of Community Development to the attention of the Zoning Administrator. Applications not fully meeting all these requirements will be deemed incomplete and will either not be accepted or will be immediately returned to the applicant.
- **Public Notification:** All adjoining property owners will be mailed a letter notifying them of the request, giving them 21 days to provide written response to the Zoning Administrator should they want to do so.
- **Approval or Denial of Request:** Upon conclusion of the 21 days notice period to adjoining property owners, the Zoning Administrator will decide the request and issue a written decision to the applicant and any adjoining landowner who responded in writing to the notice sent to them. The decision of the Zoning Administrator may be appealed to the Bedford County Board of Zoning Appeals.

Please make sure the following items are included BEFORE submitting:

- Application Fee:** None; however applicant is responsible for the cost of mailing notices to adjoining property owners. Payment of this cost by the applicant is due immediately upon notification of actual cost and must be paid prior to the issuance of the written decision by the Zoning Administrator.
- Concept Plan:** A concept plan must be submitted with application showing the desired location of proposed building on property and detailed information on proposed setbacks. The concept plan must also demonstrate any features of the property that illustrate why a setback variance is needed. Staff may require a certified engineer's drawing depicting topography, building location and exact setbacks.



Bedford County

Administrative Modification Application

Please print in blue or black ink or typewrite. If not applicable, write N/A.

APPLICANT INFORMATION

Note: If applicant is not the property owner, an owner's authority letter must be submitted with application.

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name (if different from Applicant): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Authorized Agent/Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Location/Address of Property (directions from Bedford County Administration Building): _____

Tax Map Number(s): _____

Magisterial District: _____ **Election District:** _____

Size of Parcel(s): In acres _____ In sq. ft. _____

Current Zoning District Classification: _____ **Current Land Use:** _____

Modification(s) from Section(s) _____ **of the Bedford County Zoning Ordinance in order to:**

Which setback is requested to be reduced (front, side or rear yard)? _____

Required Setback: _____ feet **Requested Setback:** _____ feet

Total Setback Reduction Requested: _____ feet

JUSTIFICATION FOR ADMINISTRATIVE MODIFICATION

The Zoning Administrator is required by the Zoning Ordinance to consider the following factors before an administrative modification can be granted. Please read the factors listed below carefully and in your own words, describe how your request meets each factor. If more space is needed, attach additional sheets of paper.

The strict application of the ordinance would produce undue hardship.

The hardship is not shared generally by other properties in the same zoning district and in the same vicinity.

The authorization of the variance will not be of substantial detriment to adjacent property and the character of the zoning district will not be changed by the granting of the variance.

CERTIFICATION

I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County Department of Community Development officials entry onto the subject property for inspection purposes in the furtherance of reviewing and deciding this application request.

Owner/Agent Signature: _____ **Date:** _____

Print Name: _____