



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630

Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

APPLICATION FOR ADMINISTRATIVE VARIANCE (Zoning Ordinance)

Property Address: _____

Current Zoning: _____

Tax Map Number: _____

Subdivision: _____

Variance request in order to build: _____

Fill in only the line(s) that apply to your request(s)	Code Section	Applicant Has	Code Requires	Variance Requested
Total Area				
Lot Width				
Front Yard Setback				
Minimum Side Yard Setback				
Rear Yard Setback				
Public Street Frontage				
Other (Write In)				

***One Copy of a survey plat must be submitted with this application showing size and location of the lot, dimensions and location of the proposed building or structure, and the dimensions and location of the existing structures on the lot.**

Applicant:	Property Owner If Different from Applicant:
Address:	Address:
Phone: Fax:	Phone: Fax:
Email:	Email:

By signing this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Owner's Signature: _____

Date: _____

Print Name: _____

Fee: \$100.00

Form of Payment: _____

Date Received: _____

Amount Received: _____

REASONS FOR VARIANCE

Property Location: _____

If strictly adhered to, the Town Code Sections cited above would cause unnecessary hardship as follows:

1. My use of the property would be prohibited or unreasonably restricted because of the:
 - a. Exceptional narrowness, shallowness, size, or shape of the property existing at the time the ordinance became effective; or
 - b. Exceptional topographical conditions or other extraordinary situation or condition of the property; or
 - c. Condition, situation or development of property immediately adjacent to the subject property.

State **specifically** the reason/conditions affecting this property.

2. A **clearly demonstrable hardship** that approaches confiscation of my property would result if a variance were not granted. Specify the hardship that would result from strict application of the ordinance.

3. My property was acquired in good faith, without foreknowledge of the restrictions upon it.

☐

Correct

☐

Incorrect

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

Specify: _____

4. Authorizing this variance will not result in substantial detriment or adverse impact to adjacent properties.

☐

Correct

☐

Incorrect

5. The character of the district will not be changed by the granting of this variance request.

☐

Correct

☐

Incorrect

Additional comments or justification may be written below or attached on a separate sheet of paper.

June 3, 2025