

**Franklin County  
Requirements for Filing a Zoning Appeal**

**Appeals:** Any person aggrieved by a decision of the zoning administrator may appeal the decision to the Board of Zoning Appeals by filing such an appeal within 30 days of the decision.

**Filing Deadline:** An appeal must be filed and all fees paid by 4:30p.m. on the first Monday of the month in order to be processed and scheduled for public hearing by the Board.

**Incomplete applications will not be accepted nor advertised.**

**APPLICANT MUST SUBMIT A COMPLETE APPLICATION CONSISTING OF ONE (1) ORIGINAL AND THIRTEEN (13) UNSTAPLED COPIES OF APPLICATION, LETTER OF APPLICATION, CONCEPT PLAN, AND ANY OTHER PERTINENT INFORMATION NEEDING TO GO BEFORE THE BOARDS.**

**Filing Requirements:**

1. **Letter of Appeal**, typed or printed in ink and signed by the aggrieved person, specifying the details of the matter and the grounds for appeal.
2. **Concept Plan**, if applicable, for the property showing existing site features and details of the proposed development or improvements.
3. **Copy of the written decision of the Zoning Administrator on the matter.**

**Appeal Procedure:**

- ❖ Appeal is filed with the Board of Zoning Appeals and the Zoning Administrator by submitting the above information to the Department of Planning and Community Development.
- ❖ Appeal is legally advertised and scheduled for the public hearing by the Board. Public notice of the appeal is handled by the planning office.
- ❖ Any zoning materials on record will be transmitted to the Board by the Zoning Administrator for their review and consideration.
- ❖ An appeal shall stay all proceedings on the action appealed unless the Zoning Administrator certifies that a stay would cause imminent peril to life or property.
- ❖ A decision by the Board of Zoning Appeals is effective immediately.
- ❖ If a party is aggrieved by a decision of the Board, the matter may be appealed to the circuit court within 30 days in accordance with Virginia Code Section 15.2-2314.

**For further information:**

Development Services/Planning & Community Development  
1255 Franklin Street, Suite 103  
Rocky Mount, VA, 24151  
Phone: 540 483 3027  
Fax: 540 483 3041  
Office Hours: Monday thru Friday, 8:00am to 4:30pm

**FRANKLIN COUNTY  
APPLICATION  
FOR APPEAL  
(Type or Print)**

I/We, \_\_\_\_\_, hereby appeal to the Franklin County Board of Zoning Appeals for relief from the following order, requirement, decision, or determination of the Franklin County Zoning Administrator, as hereinafter described:

1. Appellant's Name: \_\_\_\_\_
2. Appellant's Address: \_\_\_\_\_
3. Appellant's Phone Number: \_\_\_\_\_
4. Property Owner's Name: \_\_\_\_\_
5. Property Address: \_\_\_\_\_
6. Exact Directions to Property from Rocky Mount: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Tax Map and Parcel Number: \_\_\_\_\_
8. Magisterial District: \_\_\_\_\_
9. Additional Property Information:

- A. Size of Property: \_\_\_\_\_
- B. Existing Land Use: \_\_\_\_\_
- C. Existing Zoning: \_\_\_\_\_
- D. Proposed Land Use, if applicable: \_\_\_\_\_

10. Appeal Information:

- A. Zoning Ordinance Section(s) being appealed:  
\_\_\_\_\_  
\_\_\_\_\_
- B. Grounds for Appeal:  
\_\_\_\_\_  
\_\_\_\_\_

**\*Zoning Code Section must be correct and all applicable code sections included in request.**

**\*Please attach written decision of the Zoning Administrator and a letter specifying any additional details of the matter and grounds for appeal to this form.**

**Checklist for completed items:**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Letter of Application
- \_\_\_\_\_ Concept Plan
- \_\_\_\_\_ Application Fee

I certify that this application for an appeal and the information submitted herein is correct and accurate.

Appellant's Name (Print): \_\_\_\_\_

Signature of Appellant: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Owner's consent, if appellant is not property owner:

Owner's Name (Print): \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by Planning Staff: \_\_\_\_\_ Time \_\_\_\_\_ Clerk's Initials: \_\_\_\_\_

CHECK#: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

## Concept Plans for Board of Zoning Appeal

*Purpose of a Concept Plan:* A concept is needed for most applications to provide applicable information on site conditions and a general understanding of the proposed development. Typically, a concept plan contains information on the property such as the property address, parcel boundaries, adjacent roads, natural features (including water courses) and neighboring properties. A concept plan also includes the locations of any proposed buildings, parking, streets, community facilities, buffering or screening, boat docks, signs and lighting. The plan should clearly show the variance being requested.

*Concept Plan versus Site Development Plan:* A concept plan is NOT the same as a site development plan, which is more detailed to ensure compliance with development regulations and obtain construction permits. A concept plan may be the first step in creating a site development plan. It is important to note that granting of a request related to a concept plan does not mean that a site development plan is or will be approved.

### *Concept Plan Necessary Contents:*

- Project title, name of applicant, and if applicable, the name of the project, engineer/architect/surveyor/planner
- Plan Date
- North arrow and graphic scale
- Size of entire parcel, accompanied by meets and bounds description
- Adjacent streets, railroads, natural features, historic sites, streams or bodies of water, floodplains, and other information that may help describe site conditions.
- Locations, dimensions, and heights of all existing structures and those proposed. (Note that measurements from the structure to the property line are to be made from the point of the building closest to the property line, including overhangs. Be sure to measure from overhangs or eaves rather than from the wall.
- Location and dimensions of proposed pedestrian and vehicular access points, driveways, parking areas, and other facilities.
- Location and description of existing vegetation or any landscaping, screening or buffering proposed within the lot or along the perimeter of the development.
- Location of proposed signs, including type, size and height (if applicable)
- Lighting information (if applicable)
- Other items that may be recommended by staff
- Recommended plan size: 8.5" x 11" minimum or 11" x 17" maximum. The plan must be legible. The applicant must provide 13 copies of the plan for distribution to the Board of Zoning Appeals and members of the Planning Commission.