

# Town of Richlands Zoning Change & Appeal Form

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**APPLICANT:** (Please Print)

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY (if different from mailing address): \_\_\_\_\_

**PROPERTY OWNER (if different from applicant):** (Please Print)

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**ACTION REQUESTED (Check One):**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT   | (Required Fee: \$250.00) |
| <input type="checkbox"/> ZONING MAP AMENDMENT              | (Required Fee: \$450.00) |
| <input type="checkbox"/> VARIANCE REQUEST                  | (Required Fee: \$250.00) |
| <input type="checkbox"/> CONDITIONAL/SPECIAL USE PERMIT    | (Required Fee: \$250.00) |
| <input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION | (Required Fee: \$50.00)  |
| <input type="checkbox"/> OTHER _____                       |                          |

**DESCRIPTION OF REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER/APPLICANT STATEMENT:** I certify that I am the property owner or truly represent the property owner(s). I understand that each applicant wishing to appeal an administrative decision, requesting a variance or conditional use permit, or requesting a rezoning or other change to the Richlands Zoning Ordinance shall pay a nonrefundable fee to cover the costs of advertising and administration. The fees required are adopted by the Richlands Board of Aldermen and listed in the Fee Schedule for the Town of Richlands. A receipt of this fee shall be issued by the Town. This fee, however, shall not apply to requests originating with any department, board or agency of the Town of Richlands.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*OFFICIAL USE ONLY\*\***

ZONING OFFICIAL SIGNATURE: \_\_\_\_\_

DATE REQUEST RECEIVED: \_\_\_\_\_

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_

**PLANNING BOARD / BOARD OF ADJUSTMENT ACTION:** APPROVE (  ) DENY (  )

SIGNATURE OF ZONING BOARD CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_