



**Town of Shenandoah
426 First Street
Shenandoah VA 22849
(540) 652-8164**

REQUEST FOR VARIANCE APPLICATION INSTRUCTIONS

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible.

A *non-refundable* filing fee of **\$500.00** is due when application is returned

Checks should be made payable to **Town of Shenandoah**. Credit/debit cards are also accepted.

Please return the following documentation along with the completed application and payment:

1. A copy of the deed to the property (may be obtained from the Page County Circuit Court). Also, attach a copy of the paid tax receipt for the property (may be obtained from the Shenandoah Town Office).
2. A copy of a survey plat by a registered surveyor, licensed in Virginia (if available) OR a hand-drawn sketch of the property. On this plat or sketch, draw all existing buildings and the proposed structure (show size and shape) including measurements to the property lines and streets.
3. The applicant is responsible for payment of all other fees associated with this request (i.e. advertisement, notice to adjacent property owners, fees for site-committee visit/report, etc). Upon approval, the applicant must obtain a building permit from Page County prior to construction.
4. Questions may be directed to the Town Hall at (540) 652-8164. Hours of operation are 8:30 a.m. to 5 p.m. Monday through Friday. The office is closed daily for lunch from 12 noon to 1 p.m.

Please note: **ADDITIONAL INFORMATION MAY BE REQUIRED IF THE TOWN DETERMINES IT IS NECESSARY TO ENSURE THE REQUEST CONFORMS WITH THE CODE OF THE TOWN OF SHENANDOAH AND ALL STATE CODE REQUIREMENTS.**

A Variance Hearing will be held by the Shenandoah Town Board of Zoning Appeals regarding this request.