

**BOARD OF ZONING APPEALS
APPLICATION CHECKLIST**

- Completed application

- Fee of \$150.00

- Drawing(s) or plat of the property showing what the applicant desires to do on the property necessitating a request for a variance

- Photos of the property and the surrounding area, if necessary, showing the reason for a variance request

The applicant will receive an invoice for the certified notices to abutting property owners and the advertising fees for the legal notice in the newspaper once the amount is known.

The Board of Zoning Appeals meets on the third Thursday of the month at 11:00 A.M. in the Council Chambers. Normally the deadline for the meetings in order to meet advertising publication dates is the last Wednesday of the preceding month, but the applicant should check with the Secretary of the Board of Zoning Appeals to confirm the exact date of the deadline

If the applicant should have any questions, please contact Donna L. Stroupe, Secretary to the Board of Zoning Appeals, at 276-223-3354 or donnas@wytheville.org.