



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
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www.dumfriesva.gov

Board of Zoning Appeals VARIANCE/APPEAL APPLICATION

Application for: Variance Appeal

I. APPLICANT INFORMATION

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail #: _____

II. OWNER INFORMATION

Property Owner's Name: _____

(Indicate if different than applicant or enter "same" if applicant is the owner.)

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail #: _____

* *If applicant is not the owner, an Owner's Consent form must accompany this application.*

III. SUBJECT PROPERTY INFORMATION

Tax Map#: _____

Premise Address: _____

Zoning District: _____

Existing Use: _____

Proposed Use: _____

FOR OFFICE USE ONLY

Application Accepted By: _____

Date: _____

Application #: _____ Fees Paid: Yes No

IV. GENERAL INFORMATION

Has a previous application been filed for a variance in connection with this property?

Yes No

If yes, please provide the date of application _____.

What code section of the zoning ordinance is the applicant seeking relief from as a result of a variance?

Chapter 70, Section _____ which pertains to _____

Is the subject property located within a flood district? Yes No

Is the subject property located within a Resource Protection Area? Yes No

Is the subject property located within an Overlay District? Yes No

If yes, please specify which one:

Has a Conditional Use Permit been issued for the existing/proposed use? Yes No

Are there any proffers associated with this property? Yes No

If yes, please provide a copy.

V. VARIANCE JUSTIFICATION

Please provide a narrative which specifies the reason(s) the above referenced variance(s) are necessary.

You may use additional sheets, if necessary.

Variance Justification ~ Continued

IV. AUTHORIZATION

*

Applicant's Signature Date

* Was an Owner's Consent form provided? *Yes* *No* *Not Required*

Owner's Consent Form

I/We, the Owner(s) of the property listed below, hereby grant permission for the applicant, _____ to seek a _____ as requested in the Board of Zoning Appeals Application relating to property located at _____ on Assessor's Parcel(s)

_____.

*

Date Signature

Printed Name

~ NOTARY ~

SUBSCRIBED & SWORN TO Before me this ____ day of _____,

_____.

Notary Public

My Commission Expires: _____

TOWN OF DUMFRIES



FEE SCHEDULE EFFECTIVE JULY 1, 2023

PLANLAND USE APPLICATION REVIEW FEES

Non-Residential Site Plan, Multi-Family Site Plan, Subdivision creating more than 3 lots (base fee) and major revisions to an approved Site Plan.	\$1,000
Residential Site Plan (1 and 2 Family), Minor Non-Residential Site Plans,	\$500
Plat Review Minor Subdivision (creation of less than 3 lots), Easement, Consolidation, or Vacation of:	\$350
Waiver Request	\$300
Pre-Submission Meetings – per hour per discipline	\$100
Subsequent Reviews and Minor Revisions to an approved Plan	\$100 per sheet
Review Fee per sheet for Major Site Plan and Subdivision Applications	\$100 per sheet

Bond

Bond Administration Fee (due at surety posting)	\$300
Bond Release Fee (due prior to bond release)	\$200

LAND DISTURBANCE /STORM WATER MANAGEMENT PERMIT FEES

See Code of Virginia Administrative Code

<u>Land Disturbing</u>		
Single family attached/detached, two-family & residential additions (in Chesapeake Bay)	< 1 ac	\$209
Single family attached/detached, two-family & residential additions (in Chesapeake Bay)	=/> 2,500 sf but <1 ac.	\$290
Non-residential, multi-family and industrial	=/> 2,500 sf but <1 ac.	\$1,000
Residential or commercial development within a common plan of development (3 or more structures)		\$290
<u>VSMP Permit Coverage Fees</u>		
Small construction activity	1 ac but < 5 ac	\$2,700
Large Construction Activity	= or > 5 acres but < 10 acres	\$3,400
Large Construction Activity	= or > 10 acres but < 50 acres	\$4,500
Large Construction Activity	= or > 50 acres but < 100 acres	\$6,100

Large Construction Activity	> 100 acres	\$9,600
Revision/transfer		
Small construction Act	< 1ac	\$20
Small construction Act	> 1 ac - < 5 acres	\$200
Large Construction Act	= or > 5 ac but < 10 acres	\$250
Large Construction Act	= or > 10 ac but < 50 acres	\$300
Large Construction Act	= or > 50 but < 100 acres	\$450
Large Construction Act	= or > 100 acres	\$700
Individual Permits		\$5,000
Annual fee for permit maintenance		
Chesapeake Bay development	> 2,500 sf but < 1 acre	\$50
Small Construction Activity	< acre	\$50
Small Construction Activity	or > 1 ac but < 5 acres	\$400
Large Construction Activity	or > 5 ac but < 10 acres	\$500
Large Construction Activity	or > 10 ac but < 50 acres	\$650
Large Construction Activity	or > 50 ac but < 100 acres	\$900
Large Construction Activity	or > 100 acres	\$1,400
The fees include the 28% paid to VA DEQ		

OTHER MISCELLANEOUS CHARGES

Vendors on Public Property {Section 18-877 (d)}	\$30
Temporary Roadside Food Vendor {Section 42-34-19 (a)}	\$250

LABOR AND EQUIPMENT RATES

For circumstances requiring immediate attention – Rates will be based upon “On Call” Contractor’s Fees for Service.	
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BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES

Zoning Approval for Certificate of Occupancy (Commercial Tenant Occupancy)	\$100
Zoning Approval Fee for accessory residential structures. (Sheds)	\$25

PLANNING APPLICATIONS

Application for Rezoning		
a.	Fee Per Acre	\$3,000
	i. Fee per every additional acre thereof	\$1,000
	ii. Fee for 6 or more acres – base fees plus	\$6,250
	iii. Amendment	\$3,125
b.	Plus, additional fee per acre based upon desired zoning district	
	i. PMUD and Residential/Amendment	\$175
	ii. B-1	\$150
	iii. B-2	\$125
	iv. FB/O-1	\$175
	v. SP-1 and M-1	\$200
Zoning Text Amendment (per text amendment)		\$2,500

CONDITIONAL USE PERMITS (CUP)

Conditional Use Permit (Residential Household Uses)		\$500
Conditional Use Permit - non-residential (see chart attached for use category)		
	i. Category "A"	\$1,000
	ii. Category "B"	\$1,400
	iii. Category "C"	\$2,000
	iv. Category "D"	\$6,000

APPEALS/BZA APPLICATIONS

Appeal to Maintenance Code Board of Appeals	\$1000
Appeal to the Board of Zoning Appeals (residential and non-residential)	\$1000
Appeal to the Town Council	\$1000
Request for Exception	\$1000

ARCHITECTURAL REVIEW BOARD

Certificate of Appropriateness	\$75
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ZONING DETERMINATIONS AND CERTIFICATIONS

Certificate of Non-Conforming Use (residential)	\$250
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$250
Zoning Interpretations/Proffer/SUP Determinations	\$350
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	\$200
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$100

HOME BUSINESSES

Home Occupation Permit Fee	\$100
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SIGN PERMITS

Sign Permit (new) – also requires Building Permit	\$120 + \$1 per square foot
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$75 whichever is less.
30 Day Temporary Sign Banner	\$25, **, **, ***
*- Fee is waived for a single “Grand Opening” Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non-Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
*, ** & *** In these instances, a permit is still required, and sign still must conform to the Zoning Ordinance.	
Temporary Sign Deposit Fee	\$50

Traffic Impact Studies

Traffic Impact Studies			
	i.	First Submission	\$1,000
	ii.	Third & subsequent submissions	\$500
	iii.	VDOT 870 Review Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

TEMPORARY USES

Temporary Use Permit			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$300
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$600
Temporary Use Deposit			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$500
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

FAILURE TO OBTAIN ZONING PERMIT

Failure to obtain a Zoning Permit	\$500 plus permit costs
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