



ZONING ADMINISTRATOR MODIFICATION

Thank you for your interest in applying for a Zoning Administrator Modification. Such amendments to the requirements of the City Zoning Ordinance are permitted in accordance with [Article I, Section 103\(M\)](#), with the following conditions:

- The Zoning Administrator is authorized to grant a modification of up to **five (5) percent** of any provision contained in the City Zoning Ordinance with respect to physical requirements on a lot or parcel of land, including but not limited to, size, height, location or features of, or related to, any building, structure, or improvements, if the Administrator finds in writing that:
 - The strict application of the ordinance would produce an undue hardship; and,
 - Such hardship is not shared generally by other properties in the same zoning district and the same vicinity; and,
 - The authorization of the modification will not be of substantial detriment to adjacent properties; and,
 - The character of the zoning district will not be changed by granting the modification.
- Prior to granting a modification, the Zoning Administrator will notify all adjoining property owners of the request. All recipients of such notices will be given 21 days from the notice date to provide comments.
- A public notice yard sign shall be posted on the property subject to the modification. Such yard sign shall remain on the property for no less than 30 days.
- The Zoning Administrator will provide a written decision to the applicant and all adjoining landowners who responded in writing to the notice.
- The determination of the Zoning Administrator shall constitute a decision within the purview of [§15.2-2311](#) and may be appealed to the Board of Zoning Appeals. Decisions of the Board of Zoning Appeals may be appealed to the Circuit Court as provided by [§15.2-2314](#).
- Every application shall be made online through the City of Virginia Beach [Public Portal](#) and accompanied by a fee of **\$200.00**, which will be assessed for payment **after** a complete online application is submitted and subsequently reviewed by staff.

Click [here](#) to apply using the **'Board of Zoning Appeals, BZA Variance Request'** option*

*Be sure to choose **'Other'** as the *'Variance Request Type'* and note the description as a ***"Zoning Administrator Modification."***

- Each lot upon which a modification is requested shall be subject of a separate application and fee.
- For assistance, please contact 757-385-3801 or 757-385-7664.