CITY OF VIRGINIA BEACH
Planning & Community Development

Board of Zoning Appeals Application Instructions

BZA Application Instructions

Appeals pursuant to Section 15.2-2311 of the Code of Virginia must be submitted in the online public portal. You will be prompted to login or create an account if you do not have one already.

Once the online appeal and supporting materials have been uploaded and submitted, they will be reviewed by staff. Once deemed to be complete, staff will email fee payment instructions to the applicant of record.

If you have any questions regarding the BZA appeals application process, please contact the Zoning Office at (757) 385-8074 or BZA@VBgov.com. Additional information may be found at VirginiaBeach.gov/BZA.

BZA Application Checklist

- ☐ **Application:** Apply online through the online public portal.
- ☐ **Acknowledgement and Certification:** Applicants and property owners must complete, sign, and upload the City of Virginia Beach Acknowledgement and Certification document and upload it to the portal.
- ☐ **Disclosure Statement:** Applicants and property owners must complete, sign, and upload the City of Virginia Beach Disclosure Statement document, which acts to inform public officials as to whether they have a conflict of interest under Virginia law, and upload to the portal.
- ☐ **Decision, Interpretation, Notice of Violation, etc. being Appealed:** Copy of the subject document(s) must be uploaded to the portal.
- ☐ **Written Legal Argument:** A written legal argument may be uploaded to the portal if desired (this is not required).
- ☐ **Fees:** Applicants will be notified by email when an application is determined to be complete and the online fee is available for payment. Application fees cover public notice, certified mailings to adjacent property owners, and required yard signs.

  Residential: $400.00
  Commercial: $500.00