

## CHECKLIST FOR APPEAL APPLICATIONS

### REMEMBER TO:

- ✓ Submit four copies total (original three copies) of a completed and signed application form, four copies total of the determination being appealed, and four copies total (original plus three copies) of a signed statement setting forth the following information:
  - The order, requirement, decision, determination or notice of violation which is the subject of the appeal.
  - The date upon which the decision being appealed was made.
  - The grounds for the appeal.
  - Specifically, how the appellant is an aggrieved person.
  - Any additional supportive data such as plats, plans, drawings, charts or other related material. If supportive data is oversized, at least one copy no larger in size than 8 ½" X 11" should be provided.
- ✓ Submit the **\$600** application fee. Payment may be made [on-line](#) or by check made payable to Fairfax County. If on-line payment is used, a copy of the on-line receipt is required with submission of the application. All e-mail submissions require on-line payment. Cash or credit card is not acceptable.
- ✓ Appeal applications may be filed by email, by U.S. mail, or in person as follows:
  - **With the Zoning Administrator:** Original *plus* two copies of the appeal application package and the **\$600** application fee to:

[ORDADMIN@fairfaxcounty.gov](mailto:ORDADMIN@fairfaxcounty.gov)

Zoning Administrator

Zoning Administration Div., Dept. of Planning and Development

Department of Planning and Development

12055 Government Center Parkway, **Suite 807**

Fairfax, Virginia 22035

703-324-1314

- **With the Clerk to the Board of Zoning Appeals (BZA):** One copy of the appeal application package to:

[bzaclerkmail@fairfaxcounty.gov](mailto:bzaclerkmail@fairfaxcounty.gov)

Clerk, Board of Zoning Appeals

Zoning Evaluation Div., Dept. of Planning and Development

12055 Government Center Parkway, **Suite 801**

Fairfax, Virginia 22035

703-324-1280

If appeal is not filed in *both* locations, it will be considered improperly filed and may not be accepted. Except for violations noted in Sect. 18-303 in the Fairfax County Zoning Ordinance, appeal must be filed **within 30 days of the date of the order** to be timely and considered for acceptance.

### PLEASE NOTE:

- ✓ The appellant will be notified in writing as to whether the appeal has been accepted. If accepted, the appellant will be notified of the date and time for the public hearing in the acceptance letter.
- ✓ The Appeal Application Form is available on our website <https://www.fairfaxcounty.gov/planning-development/board-zoning-appeals/appeals-process> or from the Zoning Administration Division.
- ✓ For BZA public hearing procedures, see the BZA By-Laws at [https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/bza/bza\\_by-laws\\_adopted\\_11-17-10.pdf](https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/bza/bza_by-laws_adopted_11-17-10.pdf).
- ✓ For any questions, please call the Zoning Administration Division at 703-324-1314 for any.