

TOWN OF AMHERST BOARD OF ZONING APPEALS BY-LAWS

(Originally adopted June 11, 1996; amended to reflect changes in the Town Code)

ARTICLE 1 - OBJECTIVES

This Board has been established in accordance with §15.2-2308 of the Code of Virginia and §18.1-1402 of the Code of the Town of Amherst. The provisions of these by-laws are intended to facilitate the powers and the duties of the Board in accordance with these statutes.

ARTICLE 2 - APPLICATIONS

All applications for decisions by the Board shall be transmitted to the Secretary and shall include, as a minimum:

- A. Cover letter
- B. Signed application on a form provided by the Secretary
- C. Site plan or other appropriate drawings
- D. Application fee required by law (Per §18.1-1009, \$150 for variance, \$300 for other)

Upon receiving a full application, the Secretary immediately report same to the Chairman who shall have the authority to set a public hearing date and authorize the required advertisement.

Applicants shall be advised that several weeks are normally required between application and decision by the Board. This is due to the public notice requirements for hearings by the Board as contained in §15.2-2204 of the Code of Virginia, arranging the meeting of the Board, and requests for additional information not available at the hearing. The Code of Virginia requires action by the Board within 90 days of receipt of the application.

ARTICLE 3 - MEETINGS

Meetings shall be called at the request of the Chairman or a quorum of the Board's membership.

Written notice stating time and place of meetings shall be given to each member prior to the meeting.

The order of business for a meeting shall be as follows:

1. Call to Order by Chairman
2. Determination of quorum
3. Confirmation of minutes of previous meeting
4. Public Hearings
 - A. Report by Secretary
 - B. Statements by Applicant
 - C. Statements by other interested parties
 - D. Questions from Board Members
5. Unfinished Business
6. New Business
7. Adjournment

ARTICLE 4 - RULES

These by-laws shall remain in full force and effect unless changed by a vote of the full membership of the Board of Zoning Appeals.

(Reference: Chapter 18.1 of the Town Code, available online at www.amherstva.gov)