



BOARD OF ZONING APPEALS
ARLINGTON COUNTY, VIRGINIA

2100 Clarendon Boulevard • Suite 1000 • Arlington, VA 22201
TEL. 703.228.3562 • www.commissions.arlingtonva.us/bza

Notice to Applicants Regarding Neighbor Outreach

Under Virginia law, one important purpose of a Board of Zoning Appeals (BZA) hearing is for affected neighbors to be able to provide the BZA important information. This is why we, like other BZAs, want neighbors' perspectives: to help the BZA evaluate the legal criteria for granting a Use Permit, Variance, or Appeal. Neighbors do not have a veto over proposals, however – BZAs make their own independent judgments.

Arlington County provides legal notices of your application to your neighbors, but we expect you to make direct contact as well. **You should contact each of your affected neighbors and, when possible, get their written feedback.** This includes sharing your plans promptly and providing written responses from each of those neighbors as part of your submission to the BZA.

Comments from your neighbors may be in the form of letters, emails, or signatures on a petition and should include the full name and address of each person who signs. **The BZA staff should receive these written comments at least one week prior to your hearing date,** so that we can read them before the hearing. (If you get more responses in the final week, you should bring seven (7) paper copies of them to the staff at start of the hearing.)

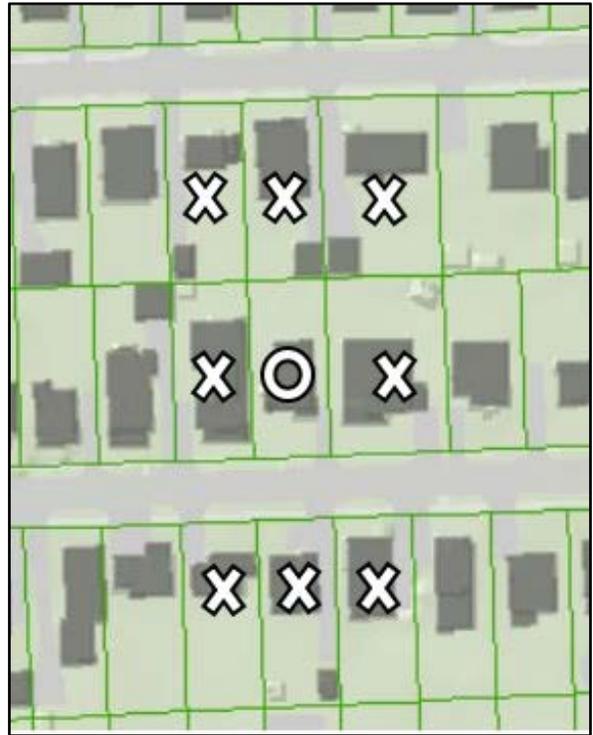
If a property owner does not live in their house, you can get their mailing address of record from Arlington County at <https://propertysearch.arlingtonva.us/>. If you cannot get written comments from the owner, you should try to get them from the tenants. If the neighbor is an institution (such as a church, public organization, park, school, or business) we would like feedback from their representatives.

We expect you to contact, **at a minimum,** all “adjacent” neighbors, who will receive the County’s notice and be expecting to hear from you. Your adjacent neighbors are those who live next door, across the street, and behind your property. The diagrams on the next page show two examples showing “adjacency” for a hypothetical applicant’s property and the neighboring properties. (These are only a sample and the layout and adjacencies of your property may differ.)

Example Diagrams of Neighbors Considered “Adjacent”

⊙ Applicant’s Property

⊗ Adjacent Property



If there are additional neighbors that could also be affected (for example, neighbors who could experience changes to what they see as they look at your property, changes in their shade, changes in water runoff, or changes in noise), you should include them as well. When in doubt, you should get written feedback from more neighbors. **If you are missing written feedback from an adjacent or affected neighbor, provide us with an explanation about how you tried to get it.**

It can also be helpful to ask for comments from the local neighborhood association, especially if your request is unusual for your neighborhood.

Effective neighbor outreach can also help prevent surprises at the hearing and delays for your project. Thank you for your efforts to provide us a complete application.