

**TOWN OF RICHLANDS**  
**200 WASHINGTON SQUARE**  
**RICHLANDS, VA 24641**  
**PHONE (276) 964-2566 · FAX (276) 963-2889**

ADDITION OF A USE TO THE ZONING ORDINANCE

The following information is provided as a guideline for citizens requesting a use be added to a Zoning District in the Town of Richlands.

The regulations, restrictions, and boundaries established in the Town of Richlands Zoning Ordinance may, from time to time, be amended, supplemented, changed, modified, or repealed by a favorable majority of votes of the governing body.

The property owner or their agent needs to submit a written request to the Town Manager. The request should include the location of the property and the rezoning requested, along with the reason for the request.

In any district established under the Town of Richlands Zoning Ordinance, if a use is not specifically permitted and an application is made by a property owner to the Administrator for such use, the Administrator shall refer the application to the Planning Commission which shall make its recommendations to the Town Council.

A public hearing shall be held in relation thereto at which parties in interest and citizens shall have an opportunity to be heard.

Notice shall be given of the time and place of such hearings by publication in at least two issues of some newspaper having a general circulation in the jurisdiction. Such notice shall specify the time and place of the hearing at which persons affected may appear and express their views. The hearing shall be held not less than five days nor more than ten days after final publication.

If the Town Council approves the addition of the use to the ordinance, the Zoning Ordinance shall be amended to list the use as a permitted use in that district.

The applicant for rezoning shall be responsible for the cost of advertising. Depending on the request and the wording required for the advertisement the cost is from approximately \$100.00 to \$200.00. A cost of \$100.00 is required prior to advertising. If the cost is less the remainder will be refunded, if the cost is more the remainder will be billed.

All advertising costs must be paid prior to a permit being issued for any rezoned properties.

If there are any questions please contact the Town Hall.