



TOWN OF URBANNA, VIRGINIA

INTEREST & REGISTRATION FORM

Board of Zoning Appeals (BZA) Member · Remainder of Term Through August 31, 2026

PURPOSE OF THIS FORM:

The Town of Urbanna is accepting expressions of interest from qualified residents who wish to be considered for appointment to fill a current vacancy on the Board of Zoning Appeals (BZA). Under Virginia Code § 15.2-2308, BZA members are appointed by the Circuit Court of Middlesex County; the Town Council will review submissions and may recommend candidates to the Court. The appointment covers the unexpired portion of the vacant term, which expires August 31, 2026; the appointee may also be considered for reappointment to the full five-year term beginning September 1, 2026. Completion of this form does not guarantee appointment or recommendation.

DEADLINE: Friday, August 14, 2026 at 4:00 PM

SUBMIT TO: Urbanna Town Office · 300 Virginia St · Urbanna, VA 23175

SECTION 1 — APPLICANT INFORMATION

FULL LEGAL NAME (FIRST · MIDDLE · LAST · SUFFIX) *

DATE OF BIRTH *

PHONE NUMBER *

EMAIL ADDRESS *

SECTION 2 — PHYSICAL / RESIDENTIAL ADDRESS

Must be your current physical residence address within town limits. P.O. Boxes are not accepted here.

STREET ADDRESS *

CITY / TOWN *

STATE *

ZIP *

COUNTY

SECTION 3 — MAILING ADDRESS

☐ Same as physical / residential address above

MAILING STREET ADDRESS / P.O. BOX

CITY / TOWN

STATE

ZIP

TOWN OF URBANNA — BOARD OF ZONING APPEALS (BZA) REGISTRATION FORM (continued)

SECTION 4 — ELIGIBILITY CONFIRMATION

Check each box to confirm you meet the stated requirement. Incomplete eligibility sections will disqualify your submission.

- ☐ I am a current resident of the Town of Urbanna and reside within its corporate limits, as required for membership on the Board of Zoning Appeals by Virginia Code § 15.2-2308.
- ☐ I am at least 18 years of age (or the minimum age required by applicable Virginia state law).
- ☐ I hold no other public office in the Town of Urbanna, and I understand that under Virginia Code § 15.2-2308 a BZA member may hold no other public office in the locality, except that one member may also serve on the local planning commission and any member may be appointed an officer of election.
- ☐ I am not aware of any current legal, ethical, or financial conflict of interest that would prevent me from serving on the Board of Zoning Appeals.
- ☐ I understand this appointment fills a vacancy and, as required by Virginia Code § 15.2-2308, covers only the unexpired portion of the vacant term, which expires August 31, 2026. Members may be reappointed, but this appointment carries no guarantee of reappointment to the term beginning September 1, 2026.
- ☐ I understand that appointment to the Board of Zoning Appeals is made by the Circuit Court of Middlesex County, and that the Town Council's role is limited to reviewing and recommending candidates to the Court.

SECTION 5 — BACKGROUND & STATEMENT OF INTEREST

CURRENT OCCUPATION / EMPLOYER

PRIOR CIVIC, BOARD, OR GOVERNMENT SERVICE (IF ANY)

STATEMENT OF INTEREST *

Briefly describe why you wish to serve on the BZA and any relevant experience (zoning, land use, real estate, construction, law).

TOWN OF URBANNA — BOARD OF ZONING APPEALS (BZA) REGISTRATION FORM (continued)

SECTION 6 — PUBLIC RECORDS ACKNOWLEDGMENT

☐

I understand and acknowledge that this registration/interest form and all information submitted herein — including but not limited to my full legal name, address(es), contact information, and statement of interest — may be considered a public record under applicable Virginia law and MAY BE RELEASED TO THE PUBLIC, including through posting on the Town's official website, distribution to media, inclusion in public meeting agendas or minutes, transmittal to the Circuit Court of Middlesex County, or in response to a Freedom of Information Act (FOIA) request.

★ *You must check this box to submit a complete application.*

SECTION 7 — CERTIFICATION & SIGNATURE

By signing below, I certify that all information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation may result in immediate disqualification from consideration and/or removal from office if discovered after appointment (see Virginia Code § 15.2-2308).

APPLICANT SIGNATURE

PRINTED NAME

DATE

SUBMISSION INSTRUCTIONS

Email:

In Person: Town Hall · 300 Virginia Street · Urbanna, VA 23175 (regular business hours)

Mail: Town of Urbanna · P.O. Box 179, Urbanna, Virginia 23175

Questions: Town Office · (804) 758-2613

All submissions must be received no later than the deadline noted above. Late or incomplete submissions may be disqualified.

FOR OFFICE USE ONLY

RECEIVED BY

DATE & TIME RECEIVED

APPLICATION #