



Before You Apply

Code Amendments – Zoning Code

What is a Code Amendment Application for?

Any proposed change to the Town of Christiansburg Zoning Code (*Christiansburg Town Code* Chapter 42) requires following a public hearing process. This application is the first step in that process.

[Christiansburg Town Code Section 42-11. Amendments to chapter.](#)

Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- In addition to completing the online application, the [Town's pdf application](#) must be completed and signed by the applicant(s). Please attach the signed form to your application.
- A Narrative Statement is required. Please provide sufficient information for Town Council to make an informed decision and for Planning Commission to make a recommendation.
- *If staff needs additional information, someone will reach out to a contact on file.*

Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant(s).

Fees

The fee for a Code Amendment in accordance with the [published fee schedule](#) must be paid in full for the application to be processed by staff.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Please print a copy of your invoice and provide payments to the Finance Department in the Town of Christiansburg Town Hall.

Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Code Amendment" to find the correct application.

https://selfservice.christiansburg.org/energov_prod/selfservice#/home



What to Expect After you Apply

After you apply for a Code Amendment, staff will review your application and may reach out with additional questions. Amendments to the Zoning Code require public hearings in front of both the Planning Commission and Town Council. Please contact the Town Planning Department for any questions about this process. An example [Public Hearing Schedule is available for reference on the Town website](#).

Common Errors and Items to Note

Some common errors we see and important items to note on this type of application include:

- The Town strongly encourages scheduling a preapplication meeting with staff to discuss your proposal and create a process timeline. These meetings are provided free of charge. Please reach out to Planning staff if you would like to schedule a preapplication meeting.