



Guidelines for Letters and Emails to Fairfax County Board of Zoning Appeals

Many Rescuers have asked, "How can I help?" Here is an opportunity. Make your feelings known to the BZA on this vital issue.

Letters to the Fairfax County Board of Appeals (BZA) are most effective when they express the views of the individual, rather than form letters. Here are some suggestions and guidelines for your important letter:

- There are seven members of the BZA, but you only need to send one letter/email. The BZA Clerk's office will make copies of your letter to include in the packages given to each BZA member before the hearing.
- You must reference **Application No. A 2012-HM-020** prominently in your letter or the subject line of your email.
- **Send your letter/email to arrive no later than 4:30pm on Monday, January 12, 2015.** Letters or emails that arrive after January 12 will not be distributed to BZA members prior to the hearing or included as part of the official record.
- You can send your letter by e-mail, fax, or regular mail to:
 - E-mail: clerktozza@fairfaxcounty.gov
 - Fax: 703-324-1207
 - Mail: Fairfax County Board of Zoning Appeals
Department of Planning and Zoning
12055 Government Center Parkway Suite 801 Fairfax, VA 22035
- Remember that the Fairfax County Zoning Administrator has supported our position. It is the golf course owners who are appealing the Zoning Administrator's decision. Please ask that the BZA uphold the County's decision.
- Be courteous but show your passion with clear a statement about this issue. The most effective letter should present your point without being confrontational or confusing. Use your letter as an opportunity to say what the golf course means to you as a recreational facility, a place to enjoy nature, or whatever other value it brings to you and your family. Feel free to express your concerns about the impact the development of the course would have on the value of your property.
- Stay on the topic. The BZA will only be interested in the issue of the golf course when they are preparing for the hearing. Please don't use this letter as a forum to air other grievances.
- Avoid presenting legal arguments. Rescue Reston has hired experienced legal counsel to present our case, so you don't need to get into legal matters, even if your neighbor (cousin, friend, brother-in-law, etc.) is a lawyer and has told you what the best legal arguments are.
- Make your letter easy to read. Your letter will most likely be read in full if it conveys your message succinctly. Therefore, keep it **short and to the point**. Most BZA members have other full time jobs so their time to prepare for the hearing may be limited.

**Please make sure your correspondence gets to the BZA
no later than 4:30pm on Monday, January 12, 2015**