



# TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street  
Mount Jackson, Virginia 22842-0487  
(540) 477-2121

## COMMUNITY SERVICE APPLICATION

Service To Others - A motto that we hope to encourage others to pursue. And, if you feel called to civic service and have a passion & interest to make a difference in your Town, there may be opportunities.

Appointed positions are challenging and require an investment of personal time. The ability to have an inquisitiveness & self-study approach toward issues and an understanding of basic community development; an interest in business & economics; awareness of current issues and the ability to express your views even if they differ from the majority is desirable.

Once you have completed your application with any accompanying information, mail or email it to the Town Clerk at [townclerk@mountjackson.com](mailto:townclerk@mountjackson.com). Appointed positions are made by Town Council when terms of office expire or when vacancies occur. After a review process has been completed, you may be contacted at that time for a personal interview. Should you have questions, please contact the Town Clerk at 540-477-2121.

*All applications will remain on file and when an opening occurs, staff will contact you.*

*Please review the descriptions of the Board, Committee or Commission that you are interested in serving on:*

### **Planning Commission :**

The Planning Commission is an advisory body for the Town Council. The members work with Town Council to guide and plan the development of the Town of Mount Jackson consistent with the Town's comprehensive plan and state laws. The Planning Commission supports the growth and development of the Town of Mount Jackson by providing recommendations to Town Council on proposed use changes on a property; and, establishing regulations and guidelines to promote the orderly growth of the Town. The Commission guides the Town Council with decision making taking into account the Town's distinctive character and history while keeping a sense of community intact. Prior knowledge in property development and planning is helpful since Commission members are required to make difficult recommendations to Council on land use matters. Members are appointed by the Town Council, serve a four-year term and are required to obtain certification within one year of appointment which is reimburseable by the Town within the Town's guidelines.

### **Board of Zoning Appeals :**

The Board of Zoning Appeals (BZA) serves as a quasi-judiciary board in hearing and deciding variances to the zoning ordinance and appeals to decisions made by the Zoning Administrator. Members are required to be a resident of the Town of Mount Jackson. The person who serves on this board must possess critical thinking and analytical skills in order to comprehend and assist in the implementation of the zoning regulations. There is a state-provided training for BZA members which is reimburseable by the Town within the Town's guidelines. Board members are required to obtain state training within one year of appointment. Appointment to the BZA is upon recommendation by Town Council to the Circuit Court. BZA members are appointed by the Circuit Court of Shenandoah County and serve a five-year term.

**Economic Development Authority :**

The mission of the Economic Development Authority (EDA) is to promote industry and develop trade by inducing entrepreneurs to locate, remain and expand in Mount Jackson and the local area. The EDA member should have an interest in business development in the Town of Mount Jackson. The EDA is authorized to issue bonds for the purpose of obtaining and constructing facilities. In addition, the EDA established a revolving loan fund to aid small-to-medium sized organizations in retaining or creating jobs in the area, and expanding business in Mount Jackson. Each director is required to be a resident of the Town of Mount Jackson or Shenandoah County. A director serves a four-year term (unless filling an unexpired term) and is appointed by the Town Council.

**Other Opportunities :**

Although not official established, the Town may have future opportunities for thoes interested in Histoical Preservation, Tourism Development & Recreational Endeavors.

**APPLICANT INFORMATION**

*Office Use Only*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(including City, State, & ZIP)

Physical Address (if different): \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Years Lived in the Town of Mount Jackson: \_\_\_\_\_

**PLEASE INDICATE BELOW THE BOARDS, COMMISSIONS, OR COMMITTEES  
ON WHICH YOU WISH TO SERVE**

Planning Commission \_\_\_\_\_ Board of Zoning Appeals \_\_\_\_\_ Economic Development Authority \_\_\_\_\_

Historic / Preservation \_\_\_\_\_ Tourism / Recreation \_\_\_\_\_

## ***APPLICANT QUALIFICATIONS***

Education: High School \_\_\_\_ College \_\_\_\_ Post Graduate \_\_\_\_ Technical \_\_\_\_ Military \_\_\_\_

Occupation: \_\_\_\_\_  
*(If retired, please indicate & include former occupation. Include student, military, retired, stay-at-home parent, volunteer, etc.)*

Present Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Preferred Mailing Address - Home \_\_\_\_ Business \_\_\_\_ *(Check only one)*

Certifications *(professional, civic etc.)* : \_\_\_\_\_

Civic Activities & Memberships: \_\_\_\_\_

Explain why you are interested in serving on these Boards/Commissions/ Committees/ Authorities, and how you feel you can contribute to the community: \_\_\_\_\_

\_\_\_\_\_

Qualifications for appointment to listed Boards/Commissions/Committees/Authorities: \_\_\_\_\_

\_\_\_\_\_

Name of Boards/Commissions/Committees previously assigned: \_\_\_\_\_

\_\_\_\_\_

Volunteer Experience and Other Community Involvement: \_\_\_\_\_

\_\_\_\_\_

Reason to Serve: *(Explain why you would like to serve on a board, committee, commission, etc.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If additional space is needed, please use & attach separate sheets of paper.*

Thank you for your interest in serving on a Town Board, Commission or Committee. Please carefully consider your obligation before choosing which board you would like to serve on. A description of each can be found above. Please note that in addition to the regular meetings, members may be required to have certain qualifications & obtain certain certifications; and, attend training, work sessions & joint meetings as well as dependable attendance at regularly scheduled. Your information will be kept on file until such time a vacancy occurs. Should you have questions, please call the Clerk of Council

By signing below you are indicating that you that you agree to abide by the Bylaws of any Board, Commission, or Committee to which you may be appointed. In accordance with Virginia Code §2.2-3705.1, by submitting this application, it is presumed that you are providing your personal contact information to be used for communicating with the Town, and unless otherwise indicated by you, your personal contact information will not be shared publicly. The remaining information will be kept on file and is protected from release to the public as a result of a public records request.

I hereby certify that the above information is correct to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NOTE: "Your Signature" and "Date" must be completed in order to be considered for appointment.*