

DEPARTMENT OF GRANTS & PLANNING

700 N. Garden St., Columbia TN 38401

(931) 560-1560, fax (931) 380-2760

Application for all Boards

**** All Requests require a pre-application meeting****

Please print all information



Date: _____ Project Location: _____

Describe Request _____

Board of Zoning Appeals

Requests:

- Variance for _____
- Conditional Use Permit
- Other

Submittals (8 copies):

- Location Map
- Plan
- Photographs
- Other

Historic Zoning Commission

Requests:

- Architecture Design
- Signage
- Use

Submittals (10 copies):

- Location Map
- Plan
- Photographs
- Other

Planning Commission

Requests:

- Annexation
- Rezoning
- Preliminary/Final Site Plan

Submittals (25 copies):

- Sketch Plat
- Preliminary Plat
- Final Plan
- Location Map
- Plans
- Photographs
- Other

Architectural Review Team

Requests:

- Architectural Design
- Materials for use
- Other

Submittals (10 copies):

- Building Elevations of all sides
- Site Plan (Sketch/Preliminary Plan)
- Architectural Plans
- Other

**** Building Elevations should be drawn in color and at an appropriate scale of 1:100 – with materials listed**

Applications and all required submittals must be filed with the Department of Grants and Planning prior to the established deadline. Both the applicant and property owner (if different from applicant) must sign the application. A representative must be present at the meeting. *** Please fold all submittals if larger than 8x11.**

OWNER INFORMATION:

PROPERTY OWNER: (if different from owner)

Name: _____

Name: _____

Address: _____

Address: _____

Contact Number: _____

Contact Number: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be completed with whether specified herein or not, the granting of a permit does not presume to give authority to violates or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature _____ Date _____

Print Name _____

**Contact information for the Board members can be found online; however, staff respectfully asks you to NOT contact board members to discuss your request before the meeting.
Thank you for your understanding and cooperation.**

To be filled in by Staff

DOCKET NUMBER: _____

HAVE APPROPRIATE FEES BEEN PAID? _____ YES _____ NO _____ N/A

AGENDA ITEM: \$50 (for BZA and Planning Commission)

RECEIPT NO: _____ DATE RECEIVED: _____

REMARKS: _____

PLACED ON AGENDA FOR: _____

ACTION: _____ APPROVED _____ DENIED _____ DEFERRED

REMARKS:

DATE OF MEETING: _____

DATE NOTICES SENT TO ADJACENT PROPERTY OWNERS: _____

DATE OF PUBLIC NOTICES IN DAILY HERALD: _____

TAX MAP & PARCEL: _____

EXISTING LAND USE: _____

ZONING: _____

FUTURE LAND USE: _____

For all variance requests this form must be filled out in its entirety

Project Address: _____

Detailed description of the variance requested:

Before being granted a variance, the Board of Zoning Appeals members must ensure you meet the criteria found in our Zoning Ordinance, Section 3.15.10(A).

- 1) That by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, the strict application of any regulation contained within this ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property.
- 2) That the variance is the minimum variance that will relieve such difficulties or hardship and thereby make possible the reasonable use of the land, building or structure.
- 3) That the variance will not authorize activities in a zone district other than those permitted by this ordinance.
- 4) That financial return alone shall not be considered as a basis for granting a variance.
- 5) That the granting of the variance will not be detrimental to the public welfare, injurious to other property or improvements in the area in which the subject property is located, or a substantial impairment to the intent and purpose of the general provisions of this Zoning Ordinance.
- 6) That the purposed variance will not impair an adequate supply of light and air to the adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety.
- 7) That the alleged difficulty or hardship has not been knowingly and intentionally created by any person having an interest in the property after the effective date of this ordinance.

Please give a description of how you meet each of the above criteria:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

Staff Notes:
