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City of Brentwood Planning and Codes Department 5211 Maryland Way (37027) P.O. Box 788 Brentwood, TN 37024-0788

Office Hours: Monday-Friday 7:30a.m. - 4:30p.m.

Office: (615) 371-2204 Fax: (615) 371-2233

City of Brentwood Inspection Request Line (615) 661-7077 Please visit our website at: www.brentwood-tn.org for additional information including downloadable applications and documents.

State of Tennessee Electrical & Low Voltage State Electrical Inspection Request Line (615) 577-6161 State Electrical Permit Issuance (615) 577-6160



NEW HOMEOWNER'S GUIDE TO CITY CODES

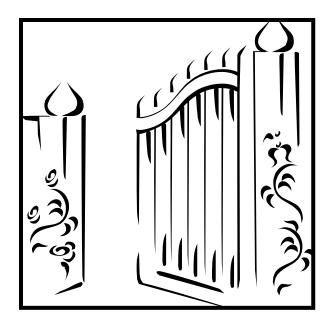
REVISED JANUARY 1, 2013

City of Brentwood



NEW HOMEOWNER'S GUIDE TO CITY CODES

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NOTES

Notice may be left at, or mailed to, a property owner to explain the type of violation(s) identified and specify the number of days in which the owner must come into compliance with the code. The individual should call the Planning & Codes Department at (615) 371-2204 if there are any questions about the violation and to formulate an acceptable plan/schedule to remedy the situation. A reinspection of the property will take place shortly thereafter to determine if the violation has been corrected.

NOTICE OF VIOLATION

In those rare cases where the Courtesy Notice is ignored and for reoccurring problems with the same property owner, an official *Notice of Violation/Citation* will be issued, beginning the process for the violator to appear before City Court to address and resolve the problem. The judge has the authority to impose fines for violations for each day the property is not brought into compliance with the code. The judge may drop the case if the owner resolves the problem and commits to keeping the problem under control in the future. In certain cases, like overgrown lots, the City has the authority to hire a contractor to remedy the problem with the owner responsible for the cost. In extreme cases, a lien may be placed on the property if the owner fails to pay the bill.

The City of Brentwood is committed to answering your questions and addressing your concerns. This pamphlet was created to provide guidance on basic codes affecting residential property and to identify the appropriate department to contact for detail information and/or to report potential code violations. It is not intended to be comprehensive guide on the requirements and expectation of property owners in Brentwood. Through understanding, awareness, and self-enforcement of Brentwood's standards, we all contribute to a better community in which to live.

IRRIGATION OF LAWNS

Many yards in Brentwood have irrigation or sprinkler systems. Such systems are acceptable as long as they are operated in a manner that does not threaten the City's public water supply. If a homeowner desires to install an irrigation system, an irrigation permit must be obtained from the City. Also, the drilling for well water to supply irrigation systems or other non-potable needs requires a permit prior to drilling. Once an irrigation system is installed, the backflow prevention device will be inspected each year, by the city, to ensure that the public water supply will not be contaminated from the system. For information on permits and inspections, contact the Planning & Codes Department at (615) 371-2204.



CODE ENFORCEMENT ACTIONS/PROCESS

This pamphlet has identified the common code complaints that face residents, either directly or indirectly, and City officials from a code enforcement perspective. When a complaint is received or violation is identified and enforcement action is needed, the City has several actions or processes to follow to ensure resolution of the problem. The action taken will depend on the severity of the problem and the need to seek immediate correction for the health, safety and welfare of the community.

COURTESY NOTICE

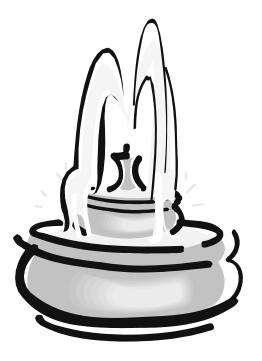
Many problems are non-reoccurring in nature or unintentional oversights by the property owner and can be addressed by a simple telephone call or letter to property owner. A *Courtesy*

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IMPORTANT NOTE!!

This pamphlet provides information on the basic homeowner codes of the City of Brentwood. The goal is to acquaint our residents with those rules affecting our residential neighborhoods. More detail is available by contacting the City of Brentwood at (615) 371-2204. Please note that you may have homeowner's association rules or deed restrictions in your subdivision that are more restrictive on the use of your property than city codes. You should research these restrictions to avoid any additional problems or issues with the residents in your neighborhood.



The code prohibits the keeping of certain wildlife and dangerous animals within residential areas and traditional livestock on tracts less than 3 acres in size. If you have any questions on permitted animals, please contact the Planning & Codes Department at (615) 371-2204. Also, pets must be vaccinated and identification tags worn at all times. To report stray or nuisance animals for pick up, call the Williamson County Animal Control Shelter at (615) 790-5590.

HOME OCCUPATIONS

Certain non-traffic generating business occupations may be carried out in residences subject to receiving a permit from the City. There are strict rules that must be followed to receive approval, which are designed to protect the residential character of the area. Certain occupations are relatively easy to permit, particularly those where the transaction of business is through telecommunication devices. Others require the approval of the Board of Zoning Appeals or are prohibited outright in the zoning code. For detailed information on obtaining a home occupation permit or to report a potential violation in your neighborhood, contact the Planning & Codes Department at (615) 371-2204.

GARAGE SALES

Garage sales are allowed at residences in Brentwood, and limited by code to two sales per year. These events are for sale of personal clothing and goods, and not items obtained by the homeowner for resale. There is no permit needed to conduct a garage sale. Signs advertising garage sales may not be posted on road right-of-ways, utility poles, light standards, street signs, etc. A sign limited to 6 square feet may be posted on your property announcing the sale. No permit is needed for such a sign. For detailed information or to report a potential violation, call the Planning & Codes Department at (615) 371-2204.



PERMITS, LICENSES, & REGISTRATIONS

PEDDLERS/SOLICITATION

Any door-to-door solicitor that approaches a residence or business in Brentwood for any purpose including charitable or religious purposes must carry a proper permit issued by the City of Brentwood along with appropriate identification. No handbills may be placed upon any property, but must be given directly to a resident. Violations of this code should be reported to the Police Department immediately on the non-emergency line (615) 371-0160.



PETS/WILDLIFE/LIVESTOCK

Traditional pets are welcome in Brentwood, however the code prohibits pets from roaming off the lot and requires that they be secured always by leash or fenced in the lot.

CONGRATULATIONS

You're a new homeowner in the City of Brentwood – congratulations! Your family now resides in one of the top cities in the United States, with an outstanding quality of life. This did not just happen by chance. It is the result of a commitment by the residents to support the adoption of certain codes and to comply with the expectations outlined in the code. This pamphlet serves as a guide, answering many of the most frequently asked questions about the City of Brentwood codes. It also directs you on where to turn for more detailed information on this subject. Please keep this guide handy as you may need it for future reference.

Remember, city codes help protect your home investment and benefit the entire community by keeping Brentwood an attractive and safe place to live and raise our families.

GENERAL INFORMATION

The City of Brentwood and staff are pleased to assist you in answering your questions. Our main office is the Brentwood Municipal Center, located at 5211 Maryland Way in Maryland Farms. General information is available here on city services, as well as various community issues and events. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; call (615) 371-0060. A newsletter is published semi-annually by the City and sent free of charge to all residents. A government cable access channel (Channel 19) provides continuous City information, as well as coverage of public meetings, including meetings of the Board of Commissioners and Planning Commission.

For those with computers and Internet connection, the City of Brentwood maintains a website at www.brentwood-tn.org. You are encouraged to email comments and questions directly to info@brentwood-tn.org.

LAND USE

The City of Brentwood was incorporated in 1969 with the primary purpose to effectively control and direct land use decisions. The City zoning code designates every piece of property with an allowable land use such as commercial, service/institutional and residential. This zoning also outlines restrictions on the use of each property. Your home is almost certainly zoned for residential use. However, the actual residential zoning district and size of the lot will determine any auxiliary uses permitted on your property. For example, residential tracts greater than three (3) acres in size may allow farming activities, including care of horses and other large animals, while such uses are prohibited on smaller lots. Contact the Planning & Codes Department at (615) 371-2204, if you have any questions related to the permitted land use for your parcel or nearby parcels.

Special Note on Flood Zones – In certain locations of the City, the property is recognized as having the potential for periodic flooding. The City must limit the type of new construction and lot grading in such areas so that existing residents living in such designated areas will be eligible for federal flood insurance. Prior to planning any additions or improvements to your property, please check with the Planning & Codes Department to see if there are further limitations placed on the use of your property.

HOME IMPROVEMENT & MAINTENANCE

The City of Brentwood and its residents are committed to maintaining high quality residential neighborhoods and ensuring safe construction that meets building and zoning codes. In most cases, a permit is required prior to initiating a home improvement project. Should you have a question on the requirement for a permit, contact the Planning & Codes Department (615) 371-2204.

be disposed into the sewer system, please contact the Water & Sewer Department at (615) 371-0080.

SIGNS

Brentwood places a high priority on controlling the proliferation of signs and the associated visual clutter throughout the community, including residential areas. The code allows the placement of no more than five yard signs on your lot with a maximum combined sign face area of twenty square feet . No sign may extend more than six feet above the ground. A sign of this size does not require a permit. Some examples include real estate signs, garage sale signs, political preference signs, and baby announcements. Banner-type and pennant signs are prohibited in the City of Brentwood so be sure that your sign is properly sized and mounted on a frame or board. Also, note that all signs, including real estate directional signs, are prohibited from placement in the road right-of-way but may be placed on private property with the approval of the property owner.



FIREWORKS-FIREARMS

The sale and use of fireworks is prohibited within the City of Brentwood. Also prohibited is the discharge of firearms on public property. Hunting with shotguns is permitted on undeveloped tracts greater than 5 acres in size with written permission from a property owner. The discharge of shotguns must be at a minimum distance of 400 feet from any public road or adjacent property line. Please report any potential violations or concerns to the Police Department on the non-emergency line (615) 371-0160.

GARBAGE COLLECTION TIMES

Garbage pickup services for residential, service institution, and commercial customers are limited to 7 a.m. to 7 p.m., 7 days a week. Violations of this requirement should be reported to the Planning & Codes Department during business hours (615) 371-2204, or can be reported at the time of violation by contacting the Police Department at non-emergency number (615) 371-0160.

HIGH WEEDS/VEGETATION

To eliminate the ideal habitat for rats, skunks and other nuisance animals, the code requires that grass and weeds not exceed an average height of twelve inches unless located within a heavily wooded or rocky terrain area, or if the property is on a tract greater than 3 acres and used for agricultural purposes. The code also requires residents to trim any vegetation in the right-of-way particularly at intersections where it may obstruct the view of motorists. Finally, drainage ways on your lot should be kept clean by removing obstructions or debris that would impede the flow of storm water during heavy rainfall.

OPEN BURNING

Open burning is prohibited in Brentwood, excepting on those tracts of three acres or more in size. Prior to burning on large tracts, a burn permit is required from the Fire Department (615) 371-0170. There are strict limitations on how, when, where and what to burn. Also, burning may be prohibited outright during periods of drought and dry conditions or in locations where the smoke will create a nuisance to nearby property owners.

STORM WATER & OTHER DISCHARGES INTO SEWER SYSTEM

To maintain the effectiveness of the City's sanitary sewer system, residents are prohibited from discharging storm water or disposing contaminants or toxic substances into any sanitary sewer line. Should you have any questions regarding what may

In planning for most home improvement projects, an accurate lot layout or survey is an important reference point before beginning the project. The drawing will show all building setback lines and various easements affecting the use of the property and restricting the location for placement of home additions and/or accessory structures such as detached garages and storage buildings. The survey is generally available with land sale documents that are provided by your mortgage company. Be sure to bring this survey when visiting city officials for guidance on permits.

PERMITTED HOURS FOR BUILDING CONSTRUCTION

So as to minimize disturbance to the nearby residents and the neighborhood, building or repair activities are limited to the hours of 7:00 a.m. to dark, except Sunday when such activity may occur from 9:00 a.m. to dark. After hour violations of this provision should be reported to the Police Department on the non-emergency number (615) 371-0160 for a more immediate response. The complaint should also be reported during business hours to the Planning & Codes Department (615) 371-2204 so that building inspectors can address the problem with the contractor or builder.

ACCESSORY STRUCTURES

The placement of accessory structures, such as freestanding garages, play structures, storage sheds, and other outbuildings are permitted in most residential districts subject to limitations on placement in easements and minimum distance requirements from adjoining lots. A City permit is required which protects you by ensuring that any investment on your part will meet minimum City codes prior to starting the work. More importantly, be sure to check your subdivision covenants to see what types of accessory structures, if any, are permitted in the neighborhood. Many Brentwood subdivisions do not permit certain types of detached accessory structures.

FENCES/WALLS

Fence construction does not require a permit from the City of Brentwood. However, specific guidelines have been adopted for fencing materials, fence height, maintenance, and other issues; call (615) 371-2204 for guidance. Fences are not permitted in the street right-of-way abutting your lot or public utility and drainage easements. Please review related subdivision covenants as many prohibit or limit the type, size and location of fences. Also, please rely on an accurate property survey when laying out your fence so that you don't have to relocate the fence later. Please be considerate of your adjoining neighbors by keeping them informed of your plans and through regular maintenance of fences and walls. Finally, the remaining historic stone walls in Brentwood are a unique community asset that should be protected and preserved.

ROADWAY/RIGHT-OF-WAY

Occasionally a home improvement project requires a change to the driveway connection to the adjacent road or work within the road right-of-way. Typically the first 13-15 feet of your lot is public right-of-way where many public utilities are located that run parallel to the road. Authorization is required from the Public Works Department (615) 371-0080) prior to any alteration or work in a public right-of-way. You should also telephone 'Tennessee One-Call' at (615) 366-1987 before any digging to avoid severing any utility lines. Always use caution when passing through any construction area. Loose gravel, mud, and building materials may be present in the roadway. City code requires that contractors keep the adjoining streets clean and safe. Please report any violations to the Planning & Codes Department at (615) 371-2204.

VEHICLE PARKING

INOPERABLE VEHICLES

Junk or abandoned vehicles are considered a nuisance in every community. It is unlawful for any resident to openly store an inoperable or disabled vehicle on a residential lot for a period exceeding two weeks. A disabled or inoperative vehicle may include disassembled vehicles, with flat or missing tires, or wrecked vehicles that are obviously inoperable. Also, storage or parking of any inoperable vehicle on a public roadway may not exceed 24 hours. Please report any potential violations to the Planning & Codes Department at (615) 371-2204.

LARGE COMMERCIAL VEHICLES

Unless actively serving or delivering materials to a residence, no person may park any commercial vehicle having a gross vehicle weight exceeding 8,000 pounds on a public street within a residential zoning district. This prohibition also extends to parking such vehicles on a residential lot that is less than five acres in size. Please direct any potential violations or complaints to the Planning & Codes Department at (615) 371-2204.

GARBAGE AND WASTE

From a health and sanitation standpoint, every Brentwood resident is obliged to ensure proper removal of household refuse, and must refrain from openly storing dilapidated items or building materials on the property. The City of Brentwood does not operate municipal refuse collection services. Several private companies handle this function. A list of service providers in Brentwood is available by contacting the Municipal Center at (615) 371-0060. The City does assist residents by sponsoring spring and fall cleanup events at Granny White and Crockett Parks where larger items may be taken for disposal that will not be collected by regular garbage services. Information on these cleanup events and dates may be obtained by calling the Municipal Center.