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

Office (615) 371-2204
Fax (615) 371-2233
Internet www.brentwood-tn.org/planning

2016 CALENDAR YEAR 2016 CALENDAR YEAR 2016 CALENDAR YEAR

♦ REQUEST TO APPEAR BEFORE THE BRENTWOOD BOARD OF ZONING APPEALS (BZA) ♦

**** All applicants (or representatives) must be present at the meeting ****

1.) TYPE OF REQUEST

HOME OCCUPATION:	VARIANCE:
SPECIAL EXCEPTION:	APPEAL OF STAFF:
ACCESSORY STRUCTURE:	INTERPRETATION:
TYPE:	SIZE: (SQ. FT.)

2.) PROJECT INFORMATION

Location and Acreage: _____

Map / Group / Parcel #: _____

(Applicants are required to prove certified mail notification of owners of property within 250 feet of subject property. See page 3 for procedure)

3.) PROPERTY OWNER INFORMATION

Name: _____

Address (if different): _____

City/State/Zip Code: _____

Phone Number: (____)_____ Fax: (____)_____

Email Address: _____

4.) APPLICANT INFORMATION

Name: _____

Company (if applicable): _____

Mailing Address: _____

City/State/Zip Code: _____

Phone Number: (____)_____ Fax: (____)_____

Email Address: _____

(If applicant is not the owner, a letter signed by the owner must be submitted stating that the applicant is acting on behalf of the owner in bringing the proposal before the BZA. Ownership will be verified using Williamson County Tax Assessor's data. Assessor's Office can be reached at 615-790-5708.)

5.) FEES (See the attached fee schedule)

Fee Submitted: $_____ Receipt #: _____

6.) REQUIRED ATTACHMENTS

HOME OCCUPATION:	**SIGNED CONDITIONS, EXPLANATION OF OCCUPATION.**
ACCESSORY STRUCTURE:	**PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING.**
VARIANCE:	**PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE.**
SPECIAL EXCEPTION:	**PLOT PLAN OF SITE TO SCALE WITH DIMENSIONS, FLOOR PLAN OF STRUCTURE(S) AT ISSUE, COMPLETE DESCRIPTION OF OPERATION (TO THE EXTENT APPLICABLE).**
APPEAL:	**EXPLANATION, REFERRING TO THE SECTION OF ZONING ORDINANCE IN QUESTION.**

7.) ACCURACY STATEMENT

I hereby certify that I have read and examined this document and know both this document and all documents and plans submitted to the Brentwood BZA to be true and correct to the best of my knowledge. I understand that an Accessory Structure cannot be used for home occupation / commercial purposes.

Signature: _____ Date: _____

BRENTWOOD BOARD OF ZONING APPEALS (BZA) / 2016 CALENDAR YEAR

APPLICATION DEADLINE – 4:30 p.m.	MEETING DATE – 5:30 p.m.
Friday, December 21, 2015	*Tuesday, January 19, 2016
Friday, January 22, 2016	Monday, February 15, 2016
Friday, February 19, 2016	Monday, March 21, 2016
Friday, March 25, 2016	Monday, April 18, 2016
Friday, April 22, 2016	Monday, May 16, 2016
Friday, May 20, 2016	Monday, June 20, 2016
Friday, June 24, 2016	Monday, July 18, 2016
Friday, July 22, 2016	Monday, August 15, 2016
Friday, August 19, 2016	Monday, September 19, 2016
Friday, September 23, 2016	Monday, October 17, 2016
Friday, October 21, 2016	Monday, November 21, 2016
Wednesday, November 23, 2016	Monday, December 19, 2016
Thursday, December 22, 2016	*Tuesday, January 17, 2017

DUE TO CITY OR OTHER HOLIDAYS, REGULAR DEADLINES AND MEETING DATES HAVE BEEN RESCHEDULED.

8.) INFORMATION REQUIRED:

Plans must identify any designated historic or archeological sites on the affected property or within 500 feet of the boundary of said property (as per City Code); specific design requirements affecting historic sites must be obtained from the Department of Planning & Codes.

HOME OCCUPATIONS HEARD BY THE BOARD (ONE-TIME $100 FEE)

- Letter formally requesting a Home occupation permit. Include a description of activities; employment and storage conducted in the home; percentage of house space used for the occupation; number of business-related parcel deliveries per week, etc.
- Signed form stating requirements for approval.

ACCESSORY STRUCTURES ($100 FEE)

- Provide a description of what the building will be used for; other accessory structures on the property; landscaping to be added; and, what materials will be used for the structure, etc.
- Plot plan of the property showing all lot lines; the location of the existing structure(s) and the proposed structure; the dimensions of the proposed structure; and, the distance of the proposed structure to the nearest lot lines and any existing structure(s). Must be drawn to scale.
- A depiction of the proposed structure's appearance (e.g. drawing, copy of a brochure, photo, etc.).

VARIANCES ($150 FEE)

- Letter formally requesting a variance, including a description of how the encroachment came to be or why it is necessary; a justification based on a topographic situation (floodway, severe slope, boulder, etc.) or other special circumstance; a description of the encroachment (i.e. - the corner of the house is three (3) feet over the side setback).
- Plot plan or site plan showing the lot lines, setback lines, existing structure(s), proposed structure(s), encroachments, and dimensions of the encroachment(s).
- Photo of the encroachment(s) or topographic feature (if applicable).

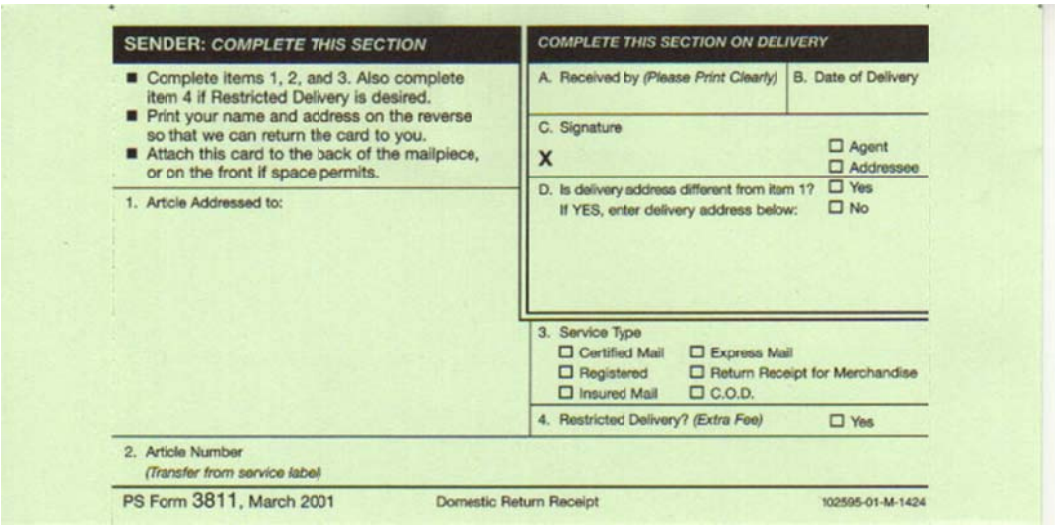
SPECIAL EXCEPTIONS (BED AND BREAKFAST OPERATIONS) ($100 FEE)

- Letter formally requesting a Special Exception to allow a Bed and Breakfast operation in a residential zoning district. Include a description of activities; employment and storage conducted in the home; number of business-related visitors per week; number of business-related parcel deliveries per week, etc. Applicant letters shall address requirements found in Ordinance 2001-15 (available upon request).

9.) NOTIFICATION PROCEDURES FOR BZA APPLICANTS

Each applicant shall transmit notice of his/her BZA request to owners of property within 250 feet of the subject property. Tax and address data maintained by the Williamson County Assessor's Office shall be used to ensure that all affected property owners are identified.

Applicants must use the Certified Mail Services of the United States Post Office to prove that acceptable notices were sent to the property owners no later than ten (10) mailing days prior to the date of the BZA meeting. City staff will provide each applicant with a master copy of the notice to be duplicated and mailed by the applicant. Applicants will use bar-coded Certified Mail Receipts to facilitate verification that notices have been mailed and/or received. Applicants shall provide staff with copies of the Certified Mail Receipts used. Green certified mail cards and returned, certified envelopes received by the sender shall be submitted to staff prior to the BZA meeting as proof that notification was attempted, as required.

Above is a representation of a Certified Mail Receipt. These receipts are available at any U.S. Post Office. Keep the receipts for your records so that you may track the notices you send.

Below is a representation of a green certified mail card which is returned to the sender to signify the recipient's acceptance of the notice. Before attaching the card to an envelope, ensure that you have filled out both sides of the card. These cards shall be submitted to City staff as proof that notification was successful. In some cases, the sender may receive a returned envelope marked "Undeliverable" or "Refused". Please return the envelopes to City staff in lieu of the green certified mail cards.