

City of Brentwood Planning and Codes Department 5211 Maryland Way P.O. Box 788 Brentwood, TN 37024-0788 Office (615) 371-2204 Fax (615) 371-2233

Inspection Request

(615) 661-7077

Internet www.brentwood-tn.org

2012 CALENDAR YEAR

◆ REQUEST TO APPEAR BEFORE THE BRENTWOOD BOARD OF ZONING APPEALS (BZA) ** All applicants (or representatives) must be present at the meeting **

HOME OCCUPATION:		VARIANCE:	
SPECIAL EXCEPTION:		APPEAL OF STAFF:	
ACCESSORY STRUCTURE	E:	INTERPRETATION:	
TYP	'E:	SIZE: (SQ. FT.)	
PROJECT INFORMATION	ON		
Location and Acre	age:	· · · · · · · · · · · · · · · · · · ·	
Map / Group / Par	rcel #:		
	ts are required to prove cer roperty. See page 3 for pro	rtified mail notification of owners of property within 250 feet of cedure)	
PROPERTY OWNER IN Name:			
Address (if differen	nt):		
	ne Number: ()		
APPLICANT INFORMA	TION		
)	Fax: ()	
is acting o	on behalf of the owner in br	r signed by the owner must be submitted stating that the applicant ringing the proposal before the BZA. Ownership will be verified usi lata. Assessor's Office can be reached at 615-790-5708.)	
FEES (See the attach	ed fee schedule)		
Fee Submitted: \$	F	Receipt #:	
REQUIRED	HOME OCCUPATION:	SIGNED CONDITIONS, EXPLANATION OF OCCUPATION.	
REQUIRED ATTACHMENTS	ACCESSORY STRUCTURE:	SIGNED CONDITIONS, EXPLANATION OF OCCUPATION. PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING.	
	ACCESSORY	PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING. PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE.	
	ACCESSORY STRUCTURE:	PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING. PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE. PLOT PLAN OF SITE TO SCALE WITH DIMENSIONS, FLOOR PLAN OF STRUCTURE(S) AT ISSUE, COMPLETE DESCRIPTION OF OPERATION	
	ACCESSORY STRUCTURE: VARIANCE:	PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING. PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE. PLOT PLAN OF SITE TO SCALE WITH DIMENSIONS, FLOOR PLAN OF STRUCTURE(S) AT ISSUE, COMPLETE DESCRIPTION OF OPERATION (TO THE EXTENT APPLICABLE).	
	ACCESSORY STRUCTURE: VARIANCE: SPECIAL EXCEPTION: APPEAL:	PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING. PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE. PLOT PLAN OF SITE TO SCALE WITH DIMENSIONS, FLOOR PLAN OF STRUCTURE(S) AT ISSUE, COMPLETE DESCRIPTION OF OPERATION (TO THE EXTENT APPLICABLE). EXPLANATION, REFERRING TO THE SECTION OF ZONING ORDINANCE.	
ACCURACY STATEMEN I hereby certify tha	ACCESSORY STRUCTURE: VARIANCE: SPECIAL EXCEPTION: APPEAL: NT at I have read and examined	PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING. PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE. PLOT PLAN OF SITE TO SCALE WITH DIMENSIONS, FLOOR PLAN OF STRUCTURE(S) AT ISSUE, COMPLETE DESCRIPTION OF OPERATION (TO THE EXTENT APPLICABLE). EXPLANATION, REFERRING TO THE SECTION OF ZONING ORDINANCE.	

PAGE 1 OF 3 FOR 2012 CALENDAR YEAR

BRENTWOOD BOARD OF ZONING APPEALS (BZA)

APPLICATION DEADLINE - 4:30 p.m.	MEETING DATE – 5:30 p.m.
Friday, December 23, 2011	*Tuesday, January 17, 2012
Friday, January 20, 2012	Monday, February 20, 2012
Friday, February 24, 2012	Monday, March 19, 2012
Friday, March 23, 2012	Monday, April 16, 2012
Friday, April 20, 2012	Monday, May 21, 2012
Friday, May 25, 2012	Monday, June 18, 2012
Friday, June 22, 2012	Monday, July 16, 2012
Friday, July 20, 2012	Monday, August 20, 2012
Friday, August 24, 2012	Monday, September 17, 2012
Friday, September 21, 2012	Monday, October 15, 2012
Friday, October 19, 2012	Monday, November 19, 2012
Friday, November 23, 2012	Monday, December 17, 2012
Friday, December 21, 2012	*Tuesday, January 22, 2013

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

♦ 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).

♦ NOTIFICATION PROCEDURES FOR BZA APPLICANTS

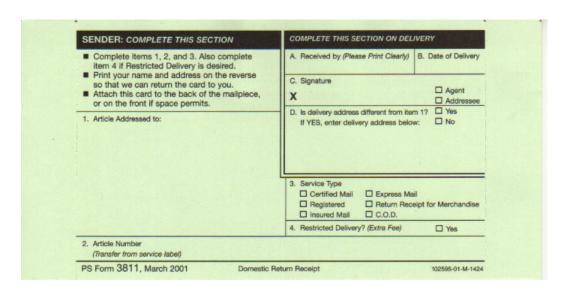
Each applicant shall transmit notice of his/her BZA request to owners of property within 250 feet of the subject property. Tax and address data maintained by the Williamson County Assessor's Office shall be used to ensure that all affected property owners are identified.

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.



PAGE 3 OF 3 FOR 2012 CALENDAR YEAR

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