



# Board of Zoning Appeals Application

Town of Smyrna – Department of Planning & Codes  
 315 South Lowry Street  
 Smyrna, Tennessee 37167  
 Phone: 615-355-5706 Fax: 615-355-5781

**All required supporting documents must be submitted at the time of application.**

**1. Applicant Information:**

Applicant Name:	Date:
Applicant Address:	
Phone Number:	

**2. Request Information:**

Location of Request (If different from above):					
Tax Map:	Group:	Parcel:	Zoning:	Lot Area:	
Type of Request:					
Zoning Variance	Setback Variance	Sign Variance	Special Exception	Home Occupation	Administrative Review

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

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 For Official Use Only

Received by: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Date: \_\_\_\_\_



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In accordance with Section 7.080 of the Municipal Zoning Ordinance, “the purpose of a variance is to modify the strict application of the specific requirements of this ordinance in the case of exceptionally irregular, narrow, shallow, or steep lot, or other exceptional physical conditions, whereby such strict application would result in practical difficulty or unnecessary hardship which would deprive an owner of the reasonable use of his land. The variance shall be used only where necessary to overcome some obstacle which is preventing an owner from using his property under this ordinance.”

## Submittal Requirements:

1. Completed application form.
2. Application fee of \$200.
3. **For a zoning/sign/setback variance request:** Letter describing in detail what you are requesting AND the physical condition(s) of your property that make it necessary for you to get a variance. Please carefully read the statement above.
4. **For a special exception/home occupation request:** Letter addressing the conditions for approval.
5. **For administrative review:** Detailed letter explaining your claim.
6. Site plan, plot plan, drawings, photographs, and/or any other document that supports your request.
7. Applications may be submitted no later than 4:30 p.m. on the day of the deadline.
8. All meetings are held at Smyrna Town Hall – 315 South Lowry Street – at 5 p.m. in the Town Council Chambers.

2012 Smyrna Board of Zoning Appeals Meetings and Deadlines		
Month	Submittal Deadline	Meeting
January	January 9	January 19
February	February 6	February 16
March	March 5	March 15
April	April 9	April 19
May	May 7	May 17
June	June 11	June 21
July	July 9	July 19
August	August 6	August 16
September	September 10	September 20
October	October 8	October 18
November	November 5	November 15
December	December 10	December 20