



Board of Zoning Appeals Application

Town of Smyrna – Department of Planning
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.

| 2010 Smyrna Board of Zoning Appeals Meetings and Deadlines | | |
|--|--------------------|------------|
| Month | Submittal Deadline | Meeting |
| January | 1/11/2010 | 1/21/2010 |
| February | 2/8/2010 | 2/18/2010 |
| March | 3/8/2010 | 3/18/2010 |
| April | 4/5/2010 | 4/15/2010 |
| May | 5/10/2010 | 5/20/2010 |
| June | 6/7/2010 | 6/17/2010 |
| July | 7/6/2010 | 7/15/2010 |
| August | 8/9/2010 | 8/19/2010 |
| September | 9/7/2010 | 9/16/2010 |
| October | 10/11/2010 | 10/21/2010 |
| November | 11/8/2010 | 11/18/2010 |
| December | 12/6/2010 | 12/16/2010 |