

BOARD OF ZONING APPEALS APPLICATION
TOWN OF FARRAGUT, TENNESSEE

FOR OFFICE USE ONLY Fee Paid: _____
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APPLICANT NAME: _____
Address: _____ City/State/Zip: _____
Phone Number: _____ Fax Number: _____ E-mail: _____

DESCRIPTION OF PROPERTY (Attach Map of Property):

Name of Owner: _____
Address: _____
Phone #: _____ Fax #: _____ E-mail: _____
Parcel(s) No.: _____ Tax Map No.: _____ Size of Tract: _____
Zoning District: _____ Subdivision: _____

NATURE OF APPEAL (Check One):

____ Administrative Review ____ Variance* - State number of feet requesting: _____
____ Special Exception ____ Map Interpretation

Reason/Justification (attach any additional supporting materials): _____

IF REQUESTING A VARIANCE, APPLICANT HAS BURDEN OF SHOWING:

- (1) That the granting of the permit will not be contrary to the public interest.
- (2) That the literal enforcement of the ordinance would deprive the applicant **any** reasonable use of the land.
- (3) That by granting the permit contrary to the provisions of the ordinance, the spirit of the ordinance will be observed.
- (4) That by granting the permit, substantial justice will be done.

* Variances shall be granted only where special circumstances or conditions exist, such as exceptional narrowness, topography, or siting that without a variance would render the property unusable.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE AND I AM THE APPLICANT OR THE LEGAL REPRESENTATIVE OF THE APPLICANT.

NAME (SIGNATURE)	DATE
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BZA ACTION TAKEN:

Approved: _____ Denied: _____ Date: _____
Conditions: _____

**APPLICATION PROCEDURES
FOR
THE FARRAGUT BOARD OF ZONING APPEALS**

I. APPLICATION PROCEDURE

The policy of the Farragut Board of Zoning Appeals (FBZA) requires an applicant to be present at the meeting which his/her request is scheduled for consideration. This provides opportunity to answer questions that may arise.

- A. Applications must be submitted to the Town Hall on or before the Monday, 16 days prior to the FBZA meeting. The FBZA meets on the 4th Wednesday of each month at 7:00 pm, in the Farragut Town Hall;
- B. The applicant shall provide complete information before the application will be accepted for a hearing before the FBZA. An application is not officially accepted until it is complete;
- C. The applicant must submit the appropriate fee to the Town of Farragut before the request is placed upon the agenda and the application is considered complete;
- D. Failure of an applicant to provide full and accurate information shall justify reconsideration by the FBZA of any action taken;
- E. The burden of furnishing adequate proof supporting any request rests with the applicant;
- F. Prior to filing an application with the FBZA, an applicant should meet with Town staff and review and understand the applicable ordinance provisions;
- G. Upon receipt of a complete application, the FBZA shall hold a public hearing, having first given not less than seven (7) days public notice. The FBZA is required to consider and decide all applications for variances within thirty (30) days of the public hearing and within (45) days of the public hearing for special exceptions and all other requests; and
- H. If board grants approval of request, the approval becomes effective sixty (60) days from the date of the board meeting at which approval is granted.

*** This summary and outline presented here is intended as a general guide and does not represent an inclusive set of details or requirements. Applicants should review detailed requirements as set forth in the Farragut Zoning Ordinance.

**APPLICATION PROCEDURES
FOR
THE FARRAGUT BOARD OF ZONING APPEALS**

**Special Exception
Interpretations/Administrative Review
Variances**

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The FBZA meets the 4th Wednesday of each month at 7:00 pm

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Complete application (blue), pay fees and submit to the Town Hall on or before the Monday, 16 days prior to the meeting

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Applicant must provide complete information and adequate proof to substantiate request

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FBZA decision required within 45 days of public hearing for special exception and administrative review, and within 30 days of public meeting for a variance request

Home Occupation

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Application (gray) and fees to be filed on or before Monday, 16 days prior to the meeting

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Applicant must provide complete information and adequate proof to substantiate request

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Staff decision within 15 days, or 45 days if decision is required by FBZA due to non-customary occupation