

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

I. POWERS OF THE FARRAGUT BOARD OF ZONING APPEALS

The board of appeals has the power to:

- A. Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, permit, decision, or refusal make by Town staff in the carrying out or enforcement of any provision of the zoning ordinances;
- B. Hear and decide, in accordance with the provisions of any such ordinance, requests for special exceptions or for interpretation of the map or for decisions upon other special questions upon which such board is authorized by the zoning ordinance; and
- C. Where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property at the time of the enactment of the zoning regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of such piece of property, the strict application of the zoning ordinance would result in peculiar and exceptional practical difficulties to or exception or undue hardship upon the owner of such property, authorize, upon an appeal relating to the property, a variance from such strict application so as to relieve such difficulties or hardship; provided, that such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zone plan and zoning ordinance. (T.C.A. 13-7-207)

II. 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; and
- G. Upon receipt of an 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.

III. VARIANCES

The FBZA has the power and authority to grant variances from requirements of the Farragut Zoning Ordinance according to the procedure and under the restrictions set out in the zoning ordinance and in accordance with authority provided by Tennessee Code Annotated.

IV. SPECIAL EXCEPTIONS

The FBZA is also charged with the responsibility of approving uses that are allowed in particular zones as special exceptions. Requests for special exceptions include multi-family housing in certain residential districts, expansion of non-conforming uses/structures, and non-listed home occupations.

The procedures established to integrate properly the uses permitted as special exceptions with other land use located in the district are found in Chapter 4, of the Farragut Zoning Ordinance. These uses shall be reviewed by the FBZA and authorized or rejected per the procedures set out in the same Chapter.

*** 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.

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