



POST OFFICE BOX 1 • OAK RIDGE, TENNESSEE 37831-0001

INSTRUCTIONS FOR FILING OF BOARD OF ZONING APPEALS APPLICATION

All applications for the Board of Zoning Appeals (BZA) shall be filed with the Community Development Office, at least 19 days prior to the regularly scheduled BZA meeting. The deadline for applications will be no later than **12:00 noon** on _____ in order to be heard by the Board of Zoning Appeals the following month. The following **must** be attached to the completed BZA application:

1. Application fee of \$100.00. The application fee includes the cost of advertisement for the meeting. The applicant will be allowed one continuance/postponement without additional cost. If the applicant postpones or requests a continuance more than once, the applicant will be responsible for a proportionate share of cost of the advertisement for the subsequent meeting. The applicant is required to pay \$25.00 to the City for the cost of advertising the new meeting date prior to advertising the meeting. If the applicant desires to postpone/continue the case longer than three (3) months past the originally scheduled meeting, the applicant will be required to submit a new application, including a new application fee.
2. A letter of explanation stating the following information: details on who, what, where, and why; brief explanation as to why an addition or structure cannot be moved elsewhere on the subject property to prevent BZA review; and any additional information the applicant feels would be helpful in allowing the Board to consider for the request.
3. A survey of the subject property showing all relevant information shall be submitted with the application. It is helpful to illustrate to the Board what is being requested, for example, a "footprint" of existing and proposed lines. All drawings to scale shall not be smaller than 1"=50' or larger than 1"=20' and shall be on an 8½ x 11 size paper. Construction drawings, showing elevations, are required for all requests including but not limited to pools, additions, carports, accessory buildings, etc. Please note in some instances, foundation surveys may be required.
4. All applications shall have the proper signatures which includes the property's owner signature.

Your application will be heard as follows and your presence or that of your representative is required at each meeting. If you have any questions regarding the aforementioned requirements, about the eligibility for review by the BZA or regarding the conduct of the BZA meetings, please contact the Community Development Department @ (865) 425-3531.

BOARD OF ZONING APPEALS

DATE: _____

PLACE: Municipal Bldg - Courtroom

TIME: 5:30pm

The signature below acknowledges receipt by the applicant and/or his/her duly authorized representative of the above referenced data.

APPLICANT/REPRESENTATIVE

DATE: _____