



Procedure to be Heard by the City of Forest Hills

Board of Zoning Appeals

SUBMITTAL DATE: 1ST MONDAY OF EVERY MONTH BY 2:00 PM

1. **Preliminary Meetings:** Schedule a preliminary meeting with City Manager to discuss project and gain informal direction on what relief is needed from the Board of Zoning Appeals.
2. **Participation in mandatory Application Review Meeting:** All BZA applicants must participate in an application review meeting with City Staff. These meetings are held 8 days after the submittal deadline between 10:00 AM and 12:00 PM. *Applicants must call the City Manager to schedule their meeting time.* During this meeting, City Staff and project representatives with technical knowledge of the project will conduct a technical review of the project. This is an opportunity for dialogue about the project with City Staff and further refine the scope of the BZA relief. If any corrections or suggestions are made regarding the application, a date certain shall be established for the corrected materials to be returned to City Hall.
3. **Resubmittal Procedures:** It is possible that submitted documents may need to be modified pursuant to staff direction during the Application Review Meeting. Final submittals will be due to the City as established by City Staff.
4. **Mandatory Notification Procedures:** Two forms of public notification are required by the applicant: letter and public notice sign.
 - ✓ **Appellant Notification:** Pursuant to Forest Hills Municipal Code Section 2-106, the submittal of the Board of Zoning Appeals application to the City satisfies the City's notification obligations to the appellant.
 - ✓ **Signs:** Each applicant must purchase a Public Notice sign in such form and size as approved by the City. Fast Signs is the City's preferred vender for sign production. The applicant or a representative thereof must post the sign in front of the property in the right-of-way at least fifteen (15) days before the date of the BZA meeting pursuant to Forest

Hills Municipal Code Section 2-106 with a photograph or other acceptable proof of such proper posting submitted to the City.

- ✓ **Letters:** Once the parameters of the relief to be requested have been established applicants will draft the mandatory notification letter. Applicants are strongly encouraged to email the draft letter to Amanda.Rhinehart@cityofforesthills.com for review prior to mailing the letter to required recipients.

- At a minimum, the letter must include the following information: a) date, time and location of the BZA meeting, b) a description of the type of relief being sought by the applicant, and c) City Hall phone number if residents have questions about the application - (615) 372-8677.

- **Mailing List:** Applicants should use the Nashville.gov feature to generate the mailing list: <http://maps.nashville.gov/CreateMailingList/> On the top bar, select parcels by “Address”. To the right, enter in address, and Zip Code. Then, enter “300” for buffer distance. Click “search”. The program will then generate a list that can be exported. A copy of the mailing list must be provided to the City when the application is submitted for review.

- **Certificates of Mailing:** Applicant must obtain a *Certificate of Mailing* when letters are sent. This official record shows the date your mail was presented to USPS for mailing and is only available at the Post Office. The mailing date on those Certificates must indicate a date at least thirty (30) days in advance of the scheduled Board of Zoning Appeals meeting pursuant to Forest Hills Municipal Code Section 2-106.

5. **Attendance at the BZA Meeting:** The owner of the property, or the owner's representative, must attend the BZA meeting at City Hall to present and discuss the request. If no one appears at the BZA meeting, such absence results in an automatic deferral to the next BZA meeting.

6. **Due Dates**

DUE BY THE 1ST MONDAY OF EACH MONTH, 2:00 PM:

- ✓ Completed application with required signatures.

- ✓ Remittance of review fee.
- ✓ Checklist appropriate to the project
- ✓ 3 **scaled** hard copies of 24x36 sized (minimum) site plans, landscaping plans, etc.
- ✓ Notification Letter mailing list.

DUE AT LEAST 30 DAYS BEFORE THE BZA MEETING: Original *Certificates of Mailing* submitted to City Hall. Copies or pictures will not be accepted. A copy of the letter sent to area residents with a signed acknowledgement from the applicant confirming compliance with the mandatory notice and accuracy of the actions taken with respect to same. Failure to submit timely will result in a one-month delay of hearing by the Board of Zoning Appeals.

DUE AT LEAST 15 DAYS BEFORE THE BZA MEETING: Photographic evidence of the posted public notice sign(s) on subject property emailed to the City Assistant and City Manager.

City of Forest Hills
Application for the Board of Zoning Appeals



Property Owner Information

Property Owner of Record Name: _____
Physical Address: _____
Phone Number:() _____ Email: _____

Applicant's Representative:

Name: _____
Company: _____
Physical Address: _____
Phone Number: () _____ Email: _____

PROPERTY INFORMATION:

1. Property Address _____
2. Parcel ID: _____
3. Zoning Designation: _____
4. Hillside Protection Overlay? _____
5. Floodplain Overlay? _____
6. Total Square Footage of Parcel: _____
7. Total Area of Anticipated Land Disturbance: _____
8. Current Total Square Footage Under Roof: _____
9. **Proposed** Total Square Footage Under Roof: _____
10. Current Impervious Surface Coverage: _____
11. **Proposed** Impervious Surface Coverage: _____

Impervious surfaces include building footprint, roofs, sidewalks, patios, driveways, walls, and paved/concrete/asphalt surfaces.

Disturbances over 2,500 square feet requires a land disturbance permit. Disturbances over 10,000 square feet require SWPPP & EPSC

Notice of Public Disclosures: All documents, including, but not limited to applications, plans, drawings, designs, and all other written materials filed with the City of Forest Hills Board of Zoning Appeals shall be available to the public for inspection and copy in accordance with the Tennessee Open Records Law.

12. Description of Board of Zoning Appeals relief request:

Required Meetings:

- ✓ **Application Review Meeting:** Thursday, _____, at _____, Forest Hills City Hall, 6300 Hillsboro Pike, Nashville, TN, 37215

- ✓ **Board of Zoning Appeals Meeting:** Friday, _____ at 8:00 AM, Forest Hills City Hall, 6300 Hillsboro Pike, Nashville, TN, 37215

REQUIRED SIGNATURES

Property Owner Signature and Date _____

Printed Name: _____

Applicant's Representative Signature and Date: _____

Printed Name: _____

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