



Procedure to be Heard by the City of Forest Hills

Board of Zoning Appeals

1. **Preliminary Meetings:** Schedule a preliminary meeting with City Manager to discuss project and gain preliminary direction on what the project entails and what relief is needed from the Board of Zoning Appeals. Multiple meetings may be held.
2. **Participation in mandatory Application Review Meeting:** All BZA applicants must participate in an application review meeting with City Staff. These meetings are held the 4th Thursday of each month, from 2:00 PM to 4:30 PM. *Applicants must call the City Manager to secure their meeting spot.* 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. 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. **Mandatory Notification Procedures:** Two forms of public notification are required by the applicant: letter and public notice sign.
 - ✓ **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 with a photograph or other acceptable proof of such proper posting submitted to the City.
 - ✓ **Letters:** Once the parameters of the relief request have been established from the Preliminary Meetings with the City Manager, applicants should 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 area recipients. The contents of the notification letter must, at a minimum, 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 9 calendar days in advance of the scheduled Board of Zoning Appeals meeting.

4. **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 shall constitute the applicant's request for a deferral to the next BZA meeting.

5. **Due Dates**

DUE BY THE 4TH 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 site plans, landscaping plans, etc.
- ✓ Notification Letter mailing list.

DUE 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.

DUE 9 DAYS BEFORE THE BZA MEETING: Original *Certificates of Mailing* submitted to City Hall. Copies will not be accepted. A copy of the letter sent to area residents, with an affidavit from the applicant attesting to authenticity. Failure to submit timely will result in delay of hearing by the Board of Zoning Appeals.

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 Anticipate 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/asp halt 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: _____