

## Checklist for Board of Zoning Appeals

- \_\_\_ Complete Board of Zoning Appeals Application
- \_\_\_ Written reason and explanation of request, identifying the applicable section of the ordinance for which the request is based, including a written narrative defining the hardship being alleged, if any.
- \_\_\_ Vicinity Map
- \_\_\_ Drawing(s) (Site Plan) at a Scale 1" = 20' and three half size drawings and one PDF Copy (sent to the City Manager) depicting the following:
  - \_\_\_ A title block (should identify the property and should include the address, lot number, subdivision, owners name/ phone number, contractors name/ phone)
  - \_\_\_ North Arrow; Scale; and Legend
  - \_\_\_ Boundary and topographic site plan showing existing contours (2 foot intervals) that shows current structures and improvements such as buildings, pavements, pools, patios, retaining walls, and the average grade of the property. The boundary survey should identify all areas with an elevation of 800 feet or higher and areas of steep slope.
  - \_\_\_ Location of proposed structures and if applicable location of structures on adjoining properties. This should include dimensional data as needed to depict proposed layout criteria such as proposed building (or expansion) dimensions, dimensions to lot lines, driveway widths, etc.
  - \_\_\_ Location and size of any/all existing and proposed easements
  - \_\_\_ Location of any and all existing and proposed utilities (structures, sewers, water lines, underground electric, and storm drains)
  - \_\_\_ Proposed grading (and drainage if applicable) plans outlining extent of proposed grading and land disturbance. This should include depiction of retaining walls and tree protection measures.
    - \_\_\_ Erosion and sediment mitigation measures and procedures
    - \_\_\_ Drainage calculations as needed
  - \_\_\_ Depiction of trees of 8" caliper or dense tree masses.
  - \_\_\_ Depiction of setbacks for the appropriate zoning district.
  - \_\_\_ Provide driveway grade (if applicable)
- \_\_\_ Size and specification of retaining walls if applicable. (Engineering plans if measure over 3 feet) This includes the proposed surface of the wall. (A picture or example should be provided.)
- \_\_\_ Geotechnical engineering analysis where necessary to provide assurance of stability due to any proposed impacts. (If in Hillside Protection Overlay) *Should include certification per 6.03(b)(i)*

\_\_\_\_\_ If disturbing more than ¼ Acre: Storm Water Management Plan- *See Section 4 Storm Water Ordinance*

\_\_\_\_\_ If disturbing more than ¼ Acre: Erosion and Sediment Control plan

\_\_\_\_\_ Drawings/Renderings of proposed structure(s). This should include a Cross Section(s) as required to explain vertical relationships, massing, etc. This should include dimensional data as needed to depict proposed layout.

\_\_\_\_\_ Building Height

\_\_\_\_\_ Photographs as needed to give context to the plan and surrounding areas

\_\_\_\_\_ Landscape Plan prepared and **stamped** by a Tennessee Certified Landscape Architect

\_\_\_\_\_ Response from Homeowner Association (if required) and adjoining neighbors (writing preferred)

Table depicting

\_\_\_\_\_ Total Lot Area (acreage and sq ft)

\_\_\_\_\_ Current Foot Print

\_\_\_\_\_ Current Building Cover Ration

\_\_\_\_\_ Current Impervious Surface

\_\_\_\_\_ Current ISR

\_\_\_\_\_ Zoning District

\_\_\_\_\_ Proposed Footprint

\_\_\_\_\_ Proposed Building Cover Ratio

\_\_\_\_\_ Proposed Impervious Surface

\_\_\_\_\_ Proposed ISR

The terms and conditions of variances and/or special exceptions approved by the Board of Zoning Appeals shall be substantially complied with within 18 months from the date of the action by the Board of Zoning Appeals, or the approval shall be null and void and of no effect.