



**RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION**  
 One South Public Square, Room 200, Murfreesboro, Tennessee 37130  
 OFFICE 615.898.7730 FAX 615.898.7823

**APPLICATION FOR SIGN VARIANCE**

**\$300 Fee**

Applicant's Name

Applicant's Mailing Address	City	State	Zip
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Phone Number	Fax Number	Email
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*The applicant is responsible for notifying the Planning Department if any contact information has changed.*

**PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:**

Property Owner (If different from Applicant)

Property Address	City	State Tennessee	Zip
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Tax Map	Group	Parcel	Size of Parcel	Deed Book	Page
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Present Zoning of Property	Present Use of Property
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**TYPE OF RELIEF REQUESTED: (PLEASE CHECK AND COMPLETE ALL APPLICABLE FIELDS)**

<input type="checkbox"/> Sign setback	Amount of reduction requested:
<input type="checkbox"/> Sign Height	Proposed height:
<input type="checkbox"/> Sign Size	Proposed size of structure:
<input type="checkbox"/> Other	Describe in detail the relief requested:

In order to make a finding of hardship and to grant a variance the Board of Zoning Appeals reviews six criteria. Please explain in detail how your particular situation meets all of the following criteria. If additional space is needed, please attach extra paper to the application.

The request does not allow a prohibited sign.

The hardship is not self-created.

The variance is necessary because of special circumstances relating to the size, shape, topography, location or surrounding of the subject property. Economic gain or loss shall never be sufficient grounds for a hardship.

The strict application of the provisions and requirements would cause undue and unnecessary hardship because of the unique or unusual conditions pertaining to the specific building, parcel or subject property.

The variance is not granted for the convenience of the application or for the convenience of a regional or national business which wish to use a standard sign.

The variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity in which the subject property is located.

**I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Applicant's Signature	Applicant's Name (Printed)	Date
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**PLEASE INITIAL THE FOLLOWING POLICY STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM:**

Applicant Deferral/Withdrawal Policy: It is the policy of the Board of Zoning Appeals that any requests to defer their consideration of a variance application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Board of Zoning Appeals public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicants Initials\_\_\_\_\_

Commission Deferment Policy: When an applicant or their representative is not present at the regularly scheduled meeting of the Board of Zoning Appeals (BZA), the BZA shall defer said application to their next scheduled meeting.

Applicants Initials\_\_\_\_\_

Typically variance applications require site inspections and building permits upon approval. All buildings must comply with applicable building codes and the American Disabilities Act (ADA) for handicap accessibility. New residential structures will be assessed the Rutherford County Development Tax prior to issuance of a building permit. Please contact the Building Codes Department at 615-898-7734 with any questions about building permit application process, fees, or requirements.

Applicants Initials\_\_\_\_\_

The Board, its members, and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by this ordinance.

Applicants Initials\_\_\_\_\_

**CHECKLIST**

- Before we can accept your variance application, please make sure you have all the items listed below:
- |   |   |
|---|---|
| <input type="checkbox"/> A completed application.   | <input type="checkbox"/> A concept plan drawn to scale. |
| <input type="checkbox"/> A copy of the deed to the property.  | <input type="checkbox"/> \$300 application fee.         |
| <input type="checkbox"/> A Letter of Attorney-in-Fact if submitted by anyone other than current land owner. |   |

**FOR STAFF USE ONLY**

Accepted by	Application Number
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