



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

**APPLICATION FOR 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	Zip
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Tennessee

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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The proposed structure is:	<input type="checkbox"/> principal <input type="checkbox"/> accessory	What is the size of the proposed structure? (if applicable)
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**TYPE OF RELIEF REQUESTED: (PLEASE CHECK AND COMPLETE ALL APPLICABLE FIELDS)**

<input type="checkbox"/> Building setback	Amount of reduction requested (i.e. reduce front yard requirement to 10'):
<input type="checkbox"/> Building Height	Proposed height:
<input type="checkbox"/> Accessory Structure Size	Proposed use of structure:
<input type="checkbox"/> Lot Coverage	Square footage of existing structures:
	Square footage of paved areas:
<input type="checkbox"/> Parking Surface Material	Proposed parking surface (i.e. gravel, sand):
<input type="checkbox"/> Fire Hydrant Distance	Distance to the nearest fire hydrant:
<input type="checkbox"/> Other	Describe in detail the relief requested:

Please provide a brief explanation that demonstrates the requested variance meets the criteria below. If additional space is needed, please attach extra paper to the application.

The particular physical surroundings, shape, topographic conditions of the specific property involved that would result in a particular hardship upon the owner as distinguished from a mere inconvenience, if the strict application of this ordinance were carried out must be stated;

The conditions upon which the petition for a variance is based would not be applicable, generally, to other property within the same district;

The variance will not authorize activities in a zone district other than those permitted by this ordinance;

Financial returns only shall not be considered as a basis for granting a variance;

The alleged difficulty or hardship has not been created by any person having an interest in the property after the effective date of this ordinance;

The variance is the minimum variance that will make possible the reasonable use of the land, building, or structure;

The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the area in which the property is located; and

The proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the area.

**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 rezoning 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"/> \$300 application fee.
<input type="checkbox"/> A copy of the deed to the property.	<input type="checkbox"/> A concept plan drawn to scale.
<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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