

**Sumner County Construction & Development Department  
Zoning Board of Appeals Application**

**For**

**Hardship Variance / Setback Variance / Sign / Conditional Use Permit/Administrative Appeal**

- Complete the application (fill in all the areas that pertain to the type of hearing)
  - After you have completed the application bring it back to the Construction & Development office with a check for \$ 75.00 payable to Sumner County Construction & Development.
  - You will be given;
    - “Real Estate Appraisal Card(s)” for each adjoining property
    - Envelopes, cards for certified mailing
    - Public notice copies, plus (1) extra copy of the public notice
    - “To Whom This May Concern” disclosure
    - Sumner County Affidavit / regarding your request to be placed on the agenda
    - Sumner County, self-addressed envelope
    - **HARDSHIP VARIANCE** requests will have an additional form to complete.  
**(only use this form if you are applying for a hardship)**

**DEFERENTIAL REQUEST**

If it is determined that your submittal is not complete, it will be the applicants’ responsibility to notify the Sumner County Construction & Development Department. You or an appointed representative is required to attend the ZBA meeting to request a deferral. At the Zoning Boards’ discretion you may be required to re-advertise the public notice.

**Mailing the Public Notices**

- ✓ Address each envelope and certified mailing card(s) using the appraisal card address (Owners name & mailing address) information.
- ✓ Place (1) copy of the public notice in each envelope, and seal the envelope.
  - Get the green card (PS Form 3811), remove the adhesive tape on each side and place it on the back of the envelope. Face the card to show #1 (Article Addressed to:), get the green and white card (PS Form 3800) write the 20 digit number at #2 (Article Number).
  - Turn the envelope over and remove the adhesive tape from the green and white card (PS Form 3800), fold at the fold line and place the form at the top, middle of the envelope. (the dotted line is along the top edge of the envelope)
- ✓ Take the envelopes to the local post office for mailing. They will tear off the bottom half of the form. These copies are legal proof that the notice was mailed out; please return them to the Construction & Development office. We will provide you with a self-addressed envelope if you choose to mail them.

**Publication Notice Advertisement**

- ✓ Take the remaining copy of the public notice to the newspaper and the “To Whom It May Concern” (attached) to the local newspaper office. The notice must appear in the newspaper a minimum of (10) days before the requested meeting date.

**Scheduled Meeting Information**

- Meeting calendars and submittal calendars are posted in the Construction & Development office. It is also available at our website at [www.sumnertn.org](http://www.sumnertn.org).
- ✓ **ALL** information submitted to be placed on the meeting agenda has to be at the department on or before the submittal deadline for that meeting date. If the information is received after the deadline your hearing will be deferred until the next months meeting.

*If you have any questions regarding the above mentioned, or any attachments contained within, please contact  
Sumner County Construction & Development Department  
355 N. Belvedere Dr., Room 202  
Gallatin, TN. 37066  
(615-452-1467) Telephone (615-451-6074) Fax*