



**SUMNER COUNTY DEVELOPMENT SERVICES DEPARTMENT  
ZONING COMPLIANCE FORM**

TODAY'S DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

ZONING: \_\_\_\_\_ FEMA FLOOD HAZARD ZONE? YES NO

PROJECT LOCATION: TAX MAP: \_\_\_\_\_ GROUP: \_\_\_\_\_ PARCEL(S) \_\_\_\_\_

WHAT IS PROPOSED? (ATTACH SITE PLAN, DEED, PLAT, FLOOR PLAN AS APPLICABLE):

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

**STAFF USE ONLY**

ITEM MEETS ZONING REQUIREMENTS: \_\_\_\_\_

ITEM DOES NOT MEET ZONING REQUIREMENTS: \_\_\_\_\_

ADDITIONAL INFORMATION IS REQUIRED: \_\_\_\_\_

REASON (CITE SPECIFIC PORTION OF ZONING RESOLUTION):

STAFF SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ RECEIPT: \_\_\_\_\_

## INSTRUCTIONS

This form is to be completed for the following application types **prior** to the issuance of a Building, Land Disturbance or other permit:

- 1) Primary and Accessory Building Construction
- 2) Accessory Structures
- 3) Accessory Dwelling Units
- 4) Commercial Site Plans
- 5) Conditional Use Permits
- 6) Variances (Zoning Compliance Form to be issued prior to application for Variance)
- 7) Home Based Businesses (Major and Minor)
- 8) Subdivision Plats in Municipal Planning Regions
- 9) All Wireless Communications Facilities Requests
- 10) Specific requests from property owners as to whether a specific use complies or would comply with zoning requirements (typically accompanied by a formal letter from Staff).
- 11) Other items at the discretion of the Development Services Director

### **FOR VARIANCES RELATED TO PRIMARY OR ACCESSORY BUILDING PLACEMENT:**

Development Services Staff will review submitted zoning compliance forms and determine whether or not they meet Zoning Resolution requirements. If Zoning Resolution requirements are not met, the applicant will need to either change their plan or go to the Sumner County Board of Zoning Appeals to obtain a variance or exception as required.

Per State Law. (*TCA 13-7-109*), "Variances may only be granted by the BZA when:

*"By reason of exceptional narrowness, shallowness, or shape of a specific piece of property...or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of such piece of property, the strict application of any regulation...would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property*

In other words, variances must be based on a hardship inherent to the property itself. State law and court rulings are clear that variances may not be granted for financial reasons, for the convenience of the property owner, or due to a self-created hardships.

### **NOTE**

**ZONING COMPLIANCE FORMS FOR ROUTINE ITEMS ARE OFTEN PROCESSED WITHIN ONE TO THREE BUSINESS DAYS, DEPENDING ON STAFF WORKLOAD. COMPLEX REQUESTS INVOLVING STAFF RESEARCH INTO HISTORICAL OR TECHNICAL RECORDS WILL TAKE UP TO 10 BUSINESS DAYS AND MAY REQUIRE THE COMPILATION OF A FORMAL ZONING DETERMINATION LETTER BY THE DEVELOPMENT SERVICES DIRECTOR. AN ADDITIONAL FEE APPLIES WHEN THIS IS THE CASE.**