



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

TODAY'S DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE: _____ EMAIL: _____

NAME OF PROJECT: _____

ZONING: _____

PROJECT LOCATION: TAX MAP _____ PARCEL(S) _____

WHAT IS PROPOSED? (ATTACH SITE PLAN & OTHER SUPPORTING DOCUMENTATION):

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: _____

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) Accessory Dwelling Units
- 2) Commercial Site Plans
- 3) Conditional Use Permits
- 4) Variances (Zoning Compliance Form to be issued prior to application for Variance)
- 5) Home Based Businesses (Major and Minor)
- 6) Subdivision Plats in Municipal Planning Regions
- 7) 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).
- 8) Other items at the discretion of the Development Services Director

FOR VARIANCES RELATED TO PRIMARY OR ACCESSORY BUILDING PLACEMENT:

If Building and Codes Department Staff receives an application that they feel may not meet zoning requirements, the Staff member is to have the property owner fill out the top half of this form and bring it to the Development Services Department.

Development Services Staff will review the form and determine whether or not the item meets 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.

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 related 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 TYPICALLY PROCESSED WITHIN ONE BUSINESS DAY (24 HOURS). COMPLEX REQUESTS INVOLVING STAFF RESEARCH INTO HISTORICAL OR TECHNICAL RECORDS WILL TAKE UP TO 10 BUSINESS DAYS.