



SUMNER COUNTY BOARD OF ZONING APPEALS

355 N. Belvedere Drive Room 202, Gallatin, Tennessee, 37066

OFFICE: (615) 451-6097 FAX: (615) 451-6074

SPECIAL EXCEPTION APPLICATION					
Date Submitted:	Tax Map:	Group:	Parcel:	Acres:	Zoning:
Project Address:					
Property Owner:					
Address:					
City:		State:		Zip Code:	
Phone:			Email:		
Applicant: (If different from property owner)					
Address:					
City:		State:		Zip Code:	
Phone:			Email:		
Was a pre-application meeting held with staff?		Yes	No	Date of Meeting:	
Purpose: Briefly describe the reason for this application					
Signature of Owner or Owner's Agent:					
I hereby certify this information to be correct and true to the best of my knowledge: Signature of property owner: _____ Date: _____					

Items required at time of application submittal:

1. _____ **Application**
2. _____ **Application Fee of \$300.00 (a \$300.00 fee will be due every two (2) years upon request for this Conditional Use Permit be continued by the Board of Zoning Appeals)**
3. _____ **Warranty Deed**
4. _____ **Copy of the septic permit** OR an affidavit of disclosure from the Environmental Dept. (Room 208)
5. _____ Obtain Public Notice Sign (**\$25 per road frontage**, posted through meeting date & returned to Room 202)
6. _____ **Plot Plan** containing all information listed below:
 - Show how many feet that any existing and/or proposed building(s) are located from all property line boundaries, fences, and other structures located on the property.
 - Show setbacks and easements (if applicable) to the property.
 - Show the septic system.
 - Show the drain field (s)
 - Show the locations of signs (if any). A sign application is required with this request
 - Show location of vehicle parking spaces AND indicate if your intentions are to request a variance for a "Dust Free Parking Surface"
 - Show how many vehicle parking spaces including any handicap parking
 - Specify if the vehicle spaces are to be used for customer parking or semi-temporary parking
 - Show existing or proposed landscape buffers, screening, fencing, entrance(s) from the county approved road(s)

Received by: _____ Date: _____ Receipt #: _____