



Sumner COUNTY Board of Zoning Appeals

355 N. Belvedere Drive Room 202, Gallatin, Tennessee, 37066
 OFFICE: (615) 451-6097 FAX: (615) 451-6074

VARIANCE REQUEST					
Type of Variance: ___ Setback ___ Lot Size ___ Sign ___ Parking ___ Administrative Appeal					
Date Submitted:	Tax Map:	Group:	Parcel:	Acres:	Zoning:
Variance 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 variance:					

Signature of Owner or Owner's Agent:					

Items required at time of application submittal:

1. _____ Application
2. _____ Application Fee of \$75.00
3. _____ Warranty Deed
4. _____ Aerial sketch of a site plan of the building (s), new or existing on the property
5. _____ Show how many feet that these building(s) are located from all property line boundaries, fences, and other structures located on the property
6. _____ Show the septic system
7. _____ Show the drain field (s)
8. _____ Copy of the septic permit OR an affidavit of disclosure from the Environmental Department, (Room 208)
9. _____ Show existing or proposed landscape buffers, screening, fencing, entrance(s) from the county approved road(s)

SIGN VARIANCE ONLY:

10. _____ Show the locations of signs (if any). A sign application is required with this request

PARKING VARIANCE ONLY:

11. _____ Show location of vehicle parking spaces AND indicate if your intentions are to request a variance for "Dust Free Parking Surface" (You need to indicate this on your site plan)
12. _____ Show how many vehicle parking spaces including any handicap parking
13. _____ Specify if the vehicle spaces are to be used for customer parking or semi-temporary parking

Received by: _____

Date: _____

Receipt #: _____