



**MONTGOMERY COUNTY GOVERNMENT
BUILDING AND CODES DEPARTMENT**

350 Pageant Lane, Suite 309
Clarksville, TN 37040
Phone 931-648-5718 * Fax 931-553-5121
www.MontgomeryCountyTN.org

Information to Assist You with the Board of Zoning Appeals

The Board of Zoning Appeals meets the second (2) Thursday of each month.

A \$250.00 application fee and completed application must be submitted by the third (3) Friday of the month prior to the public hearing to be placed on the agenda.

Once your request is filed, the staff will review your request to verify that the application submittal is complete. Notification will be made by phone or letter should additional information be required. **Any correspondence to the Board or additional information requested must be submitted to our office to be included in the record.**

After your appeal is filed, zoning staff will visit the site to take photographs for the Board members so that they will have a better idea of the nature of your request. Notices will be sent to The Leaf Chronicle, the neighboring property owners adjoining the property and directly across from the property. The neighboring notices will be mailed approximately ten (10) days prior to the public hearing. **It would be to your benefit to let your neighbors know about your request prior to all notices being sent to them from our office.**

The day of the public hearing, be prepared to convey to the Board the nature of the hardship in your request that makes it difficult / impossible for you to comply with the Zoning Resolution.

The day of the public hearing, be prepared to convey to the Board your request and the reasons for this request. In the case of questioning the decision of the County Building Commissioner, it is your job to explain to the Board how he/she is wrong and you are right.

The day of the public hearing, be prepared to convey to the Board your request and the reasons for a uses permitted on review. **Remember any additional information requested by the staff must be submitted to our office by Tuesday prior to the hearing.**

Any party can appeal the Board's decision to Chancery or Circuit Court within sixty (60) days from the date the order in the case is entered. Should your request be granted, we would remind you that it is your responsibility to obtain the permit for which you have applied. **You should also be aware that any variance or uses permitted on review shall be executed within twelve (12) months of the date of approval or it shall become void.**

We hope that this information will be of help to you in understanding the appeals procedure and if our office can be of further assistance, please do not hesitate to contact us.

Assigned Case # : _____ Public Hearing Date: _____ Time: _____

Location: _____



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BOARD OF ZONING APPEALS CHECKLIST

The following items **must** be provided prior to acceptance by the Board of Zoning Appeals.

Failure to provide any of the items under your appeal type listed below will be deemed an incomplete submittal and will not be placed on the agenda.

Appeals Decision of Building Commissioner

- Letter detailing the basis of the appeal.

Special Exceptions

- Scaled Site Plan (Drawn to engineer's or architect's scale) 1 copy
Minimum Size 8.5" x 11"
Maximum Size of 11" x 17".
- Hardship Letter (attached)

Variance Requests

- Scaled Site Plan (Drawn to engineer's or architect's scale) 1 copy
Minimum Size 8.5" x 11"
Maximum Size of 11" x 17".
- Reason Variance is required (attached)

Uses Permitted on Review

- Letter detailing the use with documents to support the request
- Scaled Site Plan (Drawn to engineer's or architect's scale) 1 copy
Minimum Size 8.5" x 11"
Maximum Size of 11" x 17".

The Board of Zoning Appeal Members approved as part of their Rules and Regulations, the following:

It shall be the policy of this Board that no members shall discuss the merits of any pending case with any person having an interest in the case prior to the public hearing. Further any interested party wishing to provide written information to the Board prior to the public hearing (including electronic communications) **MUST place such information in the public record through the staff of the Montgomery County Building and Codes Department prior to that person providing such information to Board Members.**



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APPLICATION TO BOARD OF ZONING APPEALS

Under the following provisions of the Zoning Resolution of Montgomery County, the Board of Zoning Appeals is hereby requested to:

- Hear an appeal from a decision of the County Building Commissioner
(Chapter 11, Section 11.1.3 (2.a))
- Cause a permit to be issued for a special exception
(Chapter 11, Section 11.1.3 (2.b))
- Authorize a variance from the terms of the Zoning Resolution
(Chapter 11, Section 11.2.1)
- Uses Permitted on Review
(Chapter 11, Section 11.3.1)

DESCRIPTION OF REQUEST:

REASON FOR REQUEST:

ADDRESS LOCATION OF PROPERTY: _____

TAX MAP: _____ GROUP: _____ PARCEL: _____ ZONED: _____

APPLICANT/AGENT: _____ PHONE #: _____

MAILING ADDRESS: _____

All the facts and information herein contained together with such as may be shown by any attachments or documents in support hereof, are in all respects true and accurate as far as I am able to determine.

I understand that any variance or uses permitted on review shall be executed within twelve (12) months of the date of approval or the variance or use permitted on review granted shall become void and of no effect.

FOR OFFICE USE ONLY	
Date Received:	_____
Receipt:	_____
Case #:	BZA-_____-_____
App #:	_____

APPLICANT/AGENT SIGNATURE DATE