



Coopertown Board of Zoning Appeals

2525 Burgess Gower Road, Springfield, Tennessee 37172
Phone: 615-382-4470 Fax: 615-382-4439 www.coopertowntn.org

BOARD OF ZONING APPEALS APPLICATION

BZA File # _____

Name or Title of Submittal or Project Name:

Date of Application:

Type of Submittal (check all that apply):

<input type="checkbox"/> Special Exception Use	<input type="checkbox"/> Variance	<input type="checkbox"/> Appeal/Admin. Review	<input type="checkbox"/> Home Occupation
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Current Use is: _____

Current Zoning is: _____

Reason for the Application:

Describe the request & your justification. Add additional pages of written narrative as needed. Criteria for judging any BZA request pertaining to conditions for special exceptions, circumstances/hardships relative to variances (burden of proof for why variance should be granted), or reason for appealing Building Commissioner's decision can be found in ART VIII of the Coopertown Zoning Ordinance. Criteria for judging Home Occupation requests can be found in ART IV, Section 4.040 of the Zoning Ordinance.

Applicant/Developer:

Company Name:

Name of person:

Address:

Phone Number:

Email:

Property Owner(s): (attached additional sheets if more than two owners)

Name:

Address:

Phone Number:

Email:

Name:

Address:

Phone Number:

Email:

Property Information:

Property is located near & name of subdivision, if applicable:

Property Address:

Tax Map

Parcel Number

Deed Book

Deed Page

Plat Book

Plat Book Page

Deed Date Recorded

Acreage



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Application and Fees:

Refer to the latest Application Fee Schedule. Coordinate with the Town Building Commissioner regarding the amount due in advance of submitting the application. (Make the check payable to the *Town of Coopertown*)

Fees must be submitted with the application – or the application will not be accepted for consideration.

Submittal Requirements and Submittal Deadlines:

The submittal requirements, number of copies, guidance checklists and certification requirements are listed in the latest revision of the Zoning Ordinance & Town Building Commissioner forms.

Your application may be deemed incomplete due to lack of the required documents not being submitted at the time this application is submitted. This may result in this application not being reviewed and/or advanced to the Board of Zoning Appeals (BZA) until the required documents are submitted. The applicant must comply with all Town deadlines.

Zoning Ordinance, Land Use Plan and Subdivision Regulations Compliance:

The submittal may be subject to the requirements of the Zoning Ordinance, Land Use Plan and Subdivision Regulations; all are available at Town Hall or on-line at the Town of Coopertown website. The link is https://www.coopertowntn.org/dir.cfm/Zoning_&Codes/. Under the “ZONING & CODES” tab where the Zoning Ordinance, Land Use Plan, Subdivision Regulations, submittal deadlines and other useful documents & information may be found.

The parties associated with this application are responsible for reading and complying with the requirements related to this application.

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Property Owner Authorization:

By signing this application below, I am acknowledging and granting the submission of this application and stating the agents listed herein are authorized to act as my representative(s). If other agents are utilized to represent me, I will provide a letter acknowledging and stating the agents that are authorized to act as my representative(s). Authorization is also granted to the Town of Coopertown and its representatives to enter upon the property for examinations & evaluations.

Property Owner Signature

Date:

Property Owner Signature

Date:

Applicant/Developer Signature

Date:

Attendance Required

YOU, OR YOUR AUTHORIZED REPRESENTATIVE, MUST BE PRESENT AT THE BOARD OF ZONING APPEALS (BZA) MEETING IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.