

# CITY OF PORTLAND, TENNESSEE

## Board of Zoning Appeals Application



Title of Project: \_\_\_\_\_

Street Location: \_\_\_\_\_

County: Sumner County or Robertson County (Circle One)

Tax Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

### Applicant:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### Owner:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### Surveyor/Engineer:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

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**Note: Fill in Section 1, 2, or 3 as appropriate. This application will not be accepted unless all required statements have been made.**

### **Section 1: Appeal from Decision of Zoning Administrator or Zoning Map**

Describe decision of the Zoning Administrator or Zoning Map from which appeal is made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provision of the Zoning Ordinance or district boundary in question: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Section 2: Application for a Conditional Use Permit**

Provision of the Zoning Ordinance Requiring a Conditional Use Permit in this case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of proposed use showing justification for a Special Exception: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Section 3: Application for a Variance**

Provision of the Zoning Ordinance from which a variance is requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Peculiar or unusual conditions which justify a variance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Provided with Submittal		For Office Use
	Non-refundable Advertising Fee (See current fee schedule)	
	Completed Board of Zoning Appeals Application (7 copies)	
	Copy of recorded deed and plat. (7 copies)	
	Site Plan that shows the extent of the request (contact the Planning Department for more information)	
	If applicant is not the property owner one of the following items is required: letter of consent that has been notarized, a copy of the purchase contract with a zoning contingency, or the agent authorization form. (1 original)	
	Names and Addresses of all adjoining property owners of land that this property touches – this includes across the road, both sides of the property and behind the property	
	Other information as may be Requested by the Planning Commission or Staff	

This application shall be accompanied by maps, drawings, or other supportive information necessary to explain the request. It is recommended that the applicant or a representative be present at the Planning Commission subsequent Portland City Council meetings. The Planning Commission reviews the request and makes a recommendation to the City Council. Rezoning is done by ordinance, approved by the City Council. Approving an ordinance is a two reading process with a public hearing held at the second reading.

As the applicant or the applicant’s agent, I understand that it is my sole responsibility to notify my client of the time, date, and location of the Planning Commission and subsequent Portland City Council meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these meetings.

I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

Signature of Person Completing & Submitting this Application

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### Agent Acting on the Property Owners Behalf

The Agent Authorization Form shall be required for all applications. This form will allow your surveyor or engineer to act on behalf of the property owner and/or applicant. The applicant may also provide a purchase contract giving them the right to request the approval sought with this application. The purchase contract must be provided to the Planning Department along with this application.

Applications for Sketch, Preliminary, and Final Plats must include a Licensed Surveyor authorized to practice in the State of Tennessee. Applications for Site Plans must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect according to the particular type of development. The a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect shall be authorized to represent the owner applicant in the matter before Planning Commission.

### Agent Authorization Form

In connection with the above listed project, I hereby appoint the person indicated as the applicant and/or surveyor/engineer to act as my agent for the purpose of filing the attached application with the City of Portland Planning Commission.

\_\_\_\_\_  
Printed Name of Owner:

\_\_\_\_\_  
Signature of Owner:

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, \_\_\_\_\_, known to me to be the person who signed the foregoing instrument, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_