

# City of Spring Hill, TN



## Variance Board of Zoning Appeals Submittal Checklist

	<b>APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT</b> →	<b>INITIALS</b>
a)	Published notice is required. The City of Spring Hill will publish notice in a newspaper of general circulation within the City.	
b)	Written notice must be mailed by <u>U.S.P.S. First Class</u> at least ten days in advance of the first scheduled action to all adjoining property owners of the subject property. The notice must include the date, time, place, and purpose of such hearing/ meeting, the name of the applicant, and the address of the subject property. Nothing in this section is intended to prevent the applicant or the City from giving additional notice as he/she may deem appropriate. The <b>APPLICANT IS RESPONSIBLE</b> for mailing notices and must provide the City with an <u>affidavit</u> stating that notice was mailed to every property owner as required and provide the City with a list of names, addresses, and property identification numbers (PIN) of all notice recipients, and a map indicating the boundaries of the notice area. The applicant must also provide the City an <u>example</u> of the notice sent.	
c)	Posted notice is required on the property and will be installed by the City of Spring Hill. This signage must be maintained until all action on the application has been completed. Please call the Planning Department if the sign is damaged or removed.	
d)	A pre-application conference with City staff is <u>recommended</u> , but not mandatory.	
	<b>The following information is <u>recommended</u> to facilitate review of the application:</b>	
	Letter of request outlining the nature and reason for the request	
	A written narrative explaining how the request is consistent with the comprehensive plan	
	A concept or plot plan that shows the property and illustrates the variance(s) being sought.	
	An explanation as to why the property may not be developed and reasonably used without the variance	
	A written statement from the applicant expanding how the request is consistent with the approval standards listed below.	

Applicant Name/Project: \_\_\_\_\_

	<b>Approval Standards</b>	
	"The Board of Zoning Appeals may authorize a variance from the strict application of this Code so as to relieve such difficulties or hardship only in accordance with the following criteria. The Board of Zoning Appeals must make findings of fact on all criteria. Please initial all that apply."	
	The application for a variance should provide the applicant's evidence that the application meets or exceeds the criteria below.	
1	"Where, by reason of exceptional narrowness, shallowness, size or shape of a specific piece of property at the time of the enactment of this Code, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of such piece of property it is not able to comply with the regulations as required under this Code.	
2	The strict application of any provision enacted under this Code would result in peculiar and exceptional practical difficulties to or exception or place undue hardship upon the owner of such property.	
3	"Such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zoning map and this Code."	

Applicant Name/Project: \_\_\_\_\_