



POST OFFICE BOX 1, OAK RIDGE, TENNESSEE 37831-0001

**INSTRUCTIONS FOR FILING OF BOARD OF ZONING APPEALS APPLICATION**

All applications for the Board of Zoning Appeals (BZA) shall be filed with the Community Development Office, at least 21 days prior to the regularly scheduled BZA meeting. The deadline for applications will be no later than **12:00 noon** on TUESDAY, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ in order to be heard by the Board of Zoning Appeals the following month. The following **must** be attached to the completed BZA application:

1. Application fee of \$150.00. The application fee includes the cost of advertisement for the meeting. The applicant will be allowed one continuance/postponement without additional cost. If the applicant postpones or requests a continuance more than once, the applicant will be responsible for a proportionate share of cost of the advertisement for the subsequent meeting. The applicant is required to pay \$25.00 to the City for the cost of advertising the new meeting date prior to advertising the meeting. If the applicant desires to postpone/continue the case longer than three (3) months past the originally scheduled meeting, the applicant will be required to submit a new application, including a new application fee. ***The application fee for an appeal from an administrative decision regarding stormwater management is \$200.00 (Municipal Code Section 14-511).***  
***\*\*Special Called Meetings require a \$300.00 fee.***
2. A letter of explanation providing details on who, what, where, and why the request is being made, and any additional information that would be helpful as the Board considers the request. Refer to Zoning Ordinance Section 16.10, Power of the Board of Zoning Appeals, for guidance.
3. Documentation to support the request. This may include, but shall not be limited to, a survey or drawing to-scale of the subject property, including the existing and proposed site conditions affecting the request; complete description of proposed uses and improvements to the property; and photographs. Construction drawings and building elevations are required for variance requests for, but not limited to, pools, additions, carports, and accessory buildings. Please note in some instances, foundation surveys may be required.
4. All applications shall have the proper signatures, including the property's owner signature.

Completed applications will be heard at a meeting of the Board of Zoning Appeals, and the applicant or their authorized representative is required to attend. If you have any questions regarding the aforementioned requirements, about the eligibility for review by the BZA, or regarding the conduct of the BZA meetings, please contact the Community Development Department at (865) 425-3531.

BOARD OF ZONING APPEALS

DATE: \_\_\_\_\_

PLACE: **MUNICIPAL BUILDING COURTROOM**

TIME: **6:00PM**

The signature below acknowledges receipt by the applicant and/or his/her duly authorized representative of the above referenced data.

\_\_\_\_\_  
APPLICANT/REPRESENTATIVE

\_\_\_\_\_  
DATE

**CITY OF OAK RIDGE  
BOARD OF ZONING APPEALS APPLICATION**

Case No. \_\_\_\_\_

Address of Property	Lot No.	Block No.	Zoning District
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Check Appropriate Description:

Special Exception is requested in accordance with Section(s) \_\_\_\_\_ of the Zoning Ordinance in order to do the following: \_\_\_\_\_  
\_\_\_\_\_

Variance is requested to Section(s) \_\_\_\_\_ of the Zoning Ordinance in order to do the following: \_\_\_\_\_  
\_\_\_\_\_

Explain hardship caused by the Zoning Ordinance: \_\_\_\_\_  
\_\_\_\_\_

Administrative Review is requested to appeal the decision of the Building Official regarding Sections \_\_\_\_\_ of the Zoning Ordinance. Explain reasons for appeal: \_\_\_\_\_  
\_\_\_\_\_

Name of Applicant	Mailing Address of Applicant
Phone Number	Email
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer	
Name of Owner	Mailing Address of Owner

In making this request the applicant states that the information is given is, to the best of his/her knowledge, true and accurate. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact, either with or without intention on his/her part, shall constitute sufficient grounds for denial of this request.

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

Date \_\_\_\_\_

Signature of Applicant (if different) \_\_\_\_\_

**NOTE: Board of Zoning Appeals meets on the second Tuesday of each month at 6:00 p.m. in the Courtroom of the Municipal Building.**

Receipt No. \_\_\_\_\_ Verified by \_\_\_\_\_ (initials) Date Received \_\_\_\_\_