



# TULLAHOMA MUNICIPAL BOARD OF ZONING APPEALS

P.O. Box 807, 321 N. Collins Street, Tullahoma, Tennessee 37130

OFFICE 931.455.2282 FAX 931.454.1765

**\$100.00  
FEE**

## CONDITIONAL USE PERMIT APPLICATION

Applicant's Name

Applicant's Mailing Address

City

State

Zip

Phone Number

Fax Number

Email

*The applicant is responsible for notifying the Planning & Codes Department if any contact information has changed.*

### PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Property Owner (If different from Applicant)

Property Address

City

State

Zip

Tennessee

Tax Map

Group

Parcel

Size of Parcel

Deed Book

Page

Present Zoning of Property

Present Use of Property

### PLEASE COMPLETE THE FOLLOWING PROPOSED USE INFORMATION:

A **Concept Plan** drawn to scale showing all existing and proposed buildings, septic system and field line areas, driveways, proposed parking areas, building setbacks, and any other pertinent information regarding the application must be submitted with this form (If applicable).

Explain **in detail** what you propose to do with this property. Staff recommends attaching an extra sheet of paper in order to provide more detail on the proposed use of the property.

Conditional Use permits are reviewed based on the Standards of General Applicability in Section 907.1 of the Tullahoma Zoning Ordinance. Please explain how your application will be able to meet each of these standards. If additional space is needed, please attach extra paper to the application.

Explain how your proposal will be designed, located, and operated so that the public health, safety and welfare will be protected:

Explain how your proposal will not adversely affect other property in the area in which it is located:

Demonstrate that your proposal conforms to all applicable provisions of the Tullahoma Zoning Ordinance for the district in which it is to be located and meets all of the specific standards contained in Section 907.1 of the Tullahoma Zoning Ordinance:

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Explain how your proposal is located in a manner that is compatible with the surrounding area and provide safety to those using the facility:

**PLEASE NOTE THAT THE BOARD OF ZONING APPEALS MAY IMPOSE SUCH OTHER CONDITIONS AND RESTRICTIONS UPON THE PREMISES BENEFITED BY A CONDITIONAL USE PERMIT AS MAY BE NECESSARY TO COMPLY WITH THE PROVISIONS SET OUT HEREAFTER IN THIS SECTION IN ORDER TO REDUCE OR MINIMIZE THE ADVERSE EFFECT OF SUCH USE UPON AND ENSURE COMPATIBILITY WITH SURROUNDING PROPERTY AND TO BETTER CARRY OUT THE GENERAL INTENT OF THIS ORDINANCE.**

NOTE: Please consult with planning staff to determine if a variance from the provisions of the Tullahoma Zoning Ordinance will be required for your application. If a variance is required then you will need to fill out a separate variance application to be processed along with your special exception.

**STAFF USE ONLY:** A variance application is required  YES  NO

**I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Applicant's Signature	Applicant's Name (Printed)	Date
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**PLEASE INITIAL THE FOLLOWING POLICY STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM:**

**Applicant Deferral/Withdrawal Policy:** It is the policy of the Board of Zoning Appeals that any requests to defer their consideration of a Conditional Use Permit be submitted to the Planning & Codes Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Board of Zoning Appeals public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicants Initials \_\_\_\_\_

**Commission Deferment Policy:** When an applicant or their representative is not present at the regularly scheduled meeting of the Board of Zoning Appeals (BOZA), the BOZA shall defer said application to their next scheduled meeting.

Applicants Initials \_\_\_\_\_

Typically, conditional use permit applications require site inspections and building permits upon approval. All buildings must comply with applicable building codes and the American Disabilities Act (ADA) for handicap accessibility. New residential structures will be assessed the County Tax Assessor prior to issuance of a building permit. Please contact the Planning & Codes Department at 931-455-2282 with any questions about building permit application process, fees, or requirements.

Applicants Initials \_\_\_\_\_



The Board, its members, and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by this ordinance.

Applicants Initials \_\_\_\_\_

**CHECKLIST**

Before we can accept your conditional use permit application, please make sure you have all the items listed below:

- |   |   |
|---|---|
| <input type="checkbox"/> A completed application.   |   |
| <input type="checkbox"/> A copy of the deed to the property.  | <input type="checkbox"/> A concept plan drawn to scale. |
| <input type="checkbox"/> A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner. | <input type="checkbox"/> \$150 application fee          |

**STAFF USE ONLY**

Accepted by	Application Number
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