



**RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION**  
 One South Public Square, Room 200, Murfreesboro, Tennessee 37130  
 OFFICE 615.898.7730 FAX 615.898.7823

**CONDITIONAL USE PERMIT APPLICATION**

**\$300 Fee**

Applicant's Name			
Applicant's Mailing Address		City	State
Phone Number	Fax Number	Email	
Zip			

**PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:**

Property Owner (If different from Applicant)			
Property Address		City	State
		Tennessee	Zip
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.

Explain **in detail** what you propose to do with this property and outline your long term plans for the 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 7.02 of the Rutherford County Zoning Resolution. 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 not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the public health, safety, and general welfare.

Explain how your proposal will be compatible with the immediate vicinity and not interfere with the development and use of adjacent property in accordance with the applicable district regulations.

Demonstrate that your proposal will be adequately severed by essential public facilities and services such as streets, parking spaces, drainage structures, refuse disposal, fire protection, water, and sewers.

Explain how your proposal will not damage any features of significant natural, scenic or historical importance.

Are sinkholes present on the property? If yes, how will the sinkholes be protected?

**NOTE: Please be aware that the Board of Zoning Appeals may place additional standards on your application.**

The following section is for accessory dwelling units (ADU). Please **skip** to the next section if this is not applicable.

Size of proposed ADU (square feet)	Size of principle residence (excluding garage or utility space)
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Are there existing detached accessory structures on the property?  YES  NO  
If yes, please indicate the total square footage of existing detached accessory structures:

Which method do you plan to use to create the ADU?

- An internal conversion/remodel within an existing, detached single-family dwelling.
- Add new square footage to an existing single-family dwelling.
- Include an ADU within a single-family, detached dwelling at the time of its construction.
- Convert an existing, detached accessory structure.
- Construct a separate, detached ADU on the same lot as the primary dwelling unit.

Which of the two units will be the designated "owner occupied" unit?  Principal Dwelling  Accessory Dwelling

If the ADU is a new addition or detached building, please provide elevations of the ADU with the primary dwelling unit to demonstrate how the ADU matches the design of the existing/principal dwelling with regards to materials, colors, window styles, and roof styles.

The following section is for major home based businesses and non-residential conditional use permits. Please **skip** to the signature block if this is not applicable.

Do you plan to have a sign? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many signs and what size(s)?
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Will you employ anyone? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many employees will be on-site?
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Do you plan to build any new buildings? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many and what size?
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What days and hours will your business be open?

Will business vehicles be parked on site? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many vehicles?
	What type of vehicles?

Please contact your water service provider for the following information.  
Is there a fire hydrant within 1,000 feet of the property?  YES  NO

If No, can a fire hydrant be installed within 1,000 feet of the property?  YES  NO

Is the parking lot to be paved?  YES  NO

Will the parking lot have continuous curbing or individual wheel stops?  YES  NO

NOTE: Please consult with planning staff to determine if a variance from the provisions of the Rutherford County Zoning Resolution 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 conditional use permit.

**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 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 and mailing 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 (BZA), the BZA 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 Rutherford County Development Tax prior to issuance of a building permit. Please contact the Building Codes Department at 615-898-7734 with any questions about building permit application process, fees, or requirements.

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

**CHECKLIST**

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

- A completed application including
  - A signed and notarized access affidavit. Notary services are available in our office at no charge.
- A copy of the deed to the property.  A concept plan drawn to scale.
- A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner.  \$300 application fee.

**STAFF USE ONLY**

Application accepted by	Application Number
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AFFIDAVIT NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY

Submit to the Planning Department  
One Public Square South, Suite 200, Murfreesboro, TN 37130  
(615) 898-7730

I, \_\_\_\_\_, the applicant and requestor of this Zoning appeal process, hereby grant the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Rutherford County, the Rutherford County Regional Planning Commission, the Rutherford County Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness my hand and official seal at Murfreesboro, Tennessee, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

Notary Public