



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

**APPLICATION FOR VARIANCE**

**\$300 Fee**

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

**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                                     |                |
| The proposed structure is:   |       | What is the size of the proposed structure? (if applicable) |                |
| <input type="checkbox"/> principal<br><input type="checkbox"/> accessory |       |   |                |

**TYPE OF RELIEF REQUESTED: (PLEASE CHECK AND COMPLETE ALL APPLICABLE FIELDS)**

|   |   |
|---|---|
| <input type="checkbox"/> Building setback         | Amount of reduction requested<br>(i.e. reduce front yard requirement to 10'): |
| <input type="checkbox"/> Building Height          | Proposed height:  |
| <input type="checkbox"/> Accessory Structure Size | Proposed use of structure:  |
| <input type="checkbox"/> Lot Coverage             | Square footage of existing structures:  |
|   | Square footage of paved areas:  |
| <input type="checkbox"/> Parking Surface Material | Proposed parking surface<br>(i.e. gravel, sand):                              |
| <input type="checkbox"/> Fire Hydrant Distance    | Distance to the nearest fire hydrant:   |
| <input type="checkbox"/> Other                    | Describe in detail the relief requested:                                      |

In order for a variance request to be favorably considered, it must meet all three (3) following hardships as defined by the Rutherford County Zoning Resolution. Please explain in detail how your particular situation meets all of the following:

1. Particular Difficulties: The narrowness, shallowness or shape, topography or other conditions of the land.
  
  
  
  
  
  
  
  
  
  
2. Unusual characteristics of the subject property.

3. The hardship is not self-created.

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 |
|-----------------------|----------------------------|------|

**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 rezoning application 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 variance 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 variance 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 current land owner.  \$300 application fee.

**FOR STAFF USE ONLY**

|                         |                    |
|-------------------------|--------------------|
| Application accepted by | Application Number |
|-------------------------|--------------------|

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