

PROJECT SUBMITTAL AND REVIEW GUIDE

Signal Mountain BOARD OF ZONING APPEALS

This handout will provide you with an overview of the Signal Mountain Board of Zoning Appeals (BZA) process, submittal requirements, and public hearing information. Depending on your project, additional review by the Town's boards or the Town Council may be required.

WHAT IS THE REASON FOR THIS REVIEW?

The Board of Zoning Appeals is a five-member volunteer board appointed by the Signal Mountain Town Council. The BZA is charged with hearing and deciding appeals to the Signal Mountain Zoning Ordinance, and to hear and decide appeals to decisions by the building official or other officials of the Town. According to 1104.01 of the Zoning Ordinance, no variance will be granted by the BZA unless and until a written application for a variance is submitted demonstrating:

- That special conditions and circumstances presenting a hardship exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
- That literal interpretation of the provisions of these regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under terms of these regulations.
- That the special condition and circumstances do not result from the actions of the applicant.
- That granting the variance requested will not confer on the applicant any special privilege that is denied by these regulations to other lands, structures, or buildings in the same district.

No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

STEP 1: CONTACT SIGNAL MOUNTAIN TOWN HALL

Signal Mountain's Building Official will provide you with the dates of the application deadline and the public hearing. These meetings generally fall on the fourth Thursday of the month at 6:00 pm. They are held at the Signal Mountain Town Hall, 1111 Ridgeway Avenue. You will also receive a copy of the application and the submittal requirements. As submittal requirements vary depending on the scope and scale of the project, it is beneficial to discuss the requirements of the project as soon as possible.

STEP 2: SCHEDULE PRELIMINARY REVIEW

This step is highly recommended as it saves time for the applicant and helps to ensure that the BZA has appropriate information to review. Once you have become familiar with the general requirements of the request, you should develop a basic proposal and contact the Town Building Official. The Building Official will be able to review your information and answer any questions you may have.

STEP 3: SUBMIT SUPPORTING MATERIALS TO STAFF

Check the calendar for the deadline for submission of materials. Also use the 'Submission Checklist' form to be sure and submit materials in the correct form and quantity.

STEP 4: ATTEND THE S.M. BZA MEETING

You or your representative need to attend the meeting in order to present an overview of the variance request and answer questions. Consult with S.M. BZA staff for guidance. For more information on the meeting itself, please review the information sheet entitled submittal requirements and the SM Zoning Ordinance Section XI. Do not begin any work until you have BZA approval.

APPLICATION Signal Mountain BOARD OF ZONING APPEALS

Town of Signal Mountain, Tennessee
1111 Ridgeway Avenue, Signal Mountain, Tennessee 37377
Phone: (423) 886-2177 • Fax: (423) 886-2939 • Info@SignalMountainTN.gov

TO BE FILLED OUT BY APPLICANT

BRIEF PROJECT DESCRIPTION:

VARIANCE REQUEST:

EXPLANATION OF HARDSHIP:

TAX MAP NUMBER:

PROJECT STREET ADDRESS:

PROPERTY OWNER NAME:

APPLICANT NAME:

APPLICANT PHONE NUMBER:

APPLICANT MAILING ADDRESS:

APPLICANT EMAIL ADDRESS:

APPLICANT SIGNATURE:

DATE:

Note: All Board of Zoning Appeals meetings are public hearings and are held at the Signal Mountain Town Hall, 1111 Ridgeway Avenue.

Next BZA Submittal Deadline:

Next BZA Meeting Date:

SUBMITTAL REQUIREMENTS ('Submission Checklist')

Signal Mountain BOARD OF ZONING APPEALS

Cases will not be placed on the Board of Zoning Appeals agenda until the following basic requirements are met and the submittal packet is deemed complete by the Town's Building Official.

- \$75 APPLICATION FEE
- APPLICATION
 - Applications must be submitted in person by either the owner or the owner's designated agent.
 - All applications must be accompanied by a written description of the request(s). The description may be brief but must include information on existing conditions, variance requested, and a description of the hardship caused by not granting the variance.
 - One (1) paper copy and one (1) PDF file ~~OR 9 paper copies of ALL printed materials is required.~~ A graphic scale is required for all scaled drawings.
- APPLICABLE INFORMATION
 - One (1) paper copy and one (1) PDF file ~~OR 9 paper copies of ALL printed materials is required.~~ A graphic scale is required for all scaled drawings.
 - Site Plan and other documentation that includes complete existing buildings and proposed addition or new buildings, property lines, requested setback line and distance, site access, proposed landscaping, parking plan, etc.
 - Digital images of the property and area affected by variance if available.
 - Digital images and other evidence to show hardship caused by not granting a variance.

TO BE FILLED OUT BY TOWN STAFF

DATE RECEIVED:

HEARING DATE:

APPLICATION FEE:

CURRENT ZONING:

IS APPLICATION COMPLETE AND ALL SUBMITTAL REQUIREMENTS MET?

DATE NOTICE POSTED ON PROPERTY:
