ROBERTSON COUNTY DEVELOPMENT OFFICE
ROBERTSON COUNTY OFFICE BUILDING
527 SOUTH BROWN STREET, SPRINGFIELD, TENNESSEE 37172
615-384-3666

Board of Zoning Appeals Application for a Special Exception

Owner of Record Information

Name:_____
Mailing Address (No P.O. Boxes, please):_____
Email: _____
Telephone Number: _____

Procedure Notes

1. Special Exceptions are requested when a certain use has been identified as a "Special Exception" in the Zoning Resolution for the zone where the property is located. Special Exceptions must first be approved by the Board of Zoning Appeals first before any site plans for the project are submitted for consideration to the Planning Commission.
2. The applicant must demonstrate compliance with the specific standards for the use, as set forth in the City's Zoning Resolution. The burden is on the applicant to demonstrate to the Board of Zoning Appeals that all conditions of the Zoning Resolution have been met.
3. The Board of Zoning Appeals will consider the request and determine if it meets the requirements set forth by the County's Zoning Resolution.

Application Process:

In order to publish the notice in the newspaper on time, the application due dates are firm. Complete applications received after the application deadline will be placed on the following month's agenda. Applications are considered "complete" when the following steps have been completed:

1. Submit one (1) copies of this completed form and supporting materials to Robertson County Development Office by application due date (see attached form).
2. Remit application fee to Robertson County Development Office.
3. Ensure the application is signed by property owner.
4. Pick up the BZA Meeting Notice sign for the yard from the County Development Office. Place it in the yard of the subject property, where it is easily seen by the public.
5. Attend Board of Zoning Appeals meeting. Be ready to present the application to the Board. Failure to attend the meeting may result in the application being denied.

Request for Review:

Please state the exact Special Exception use being sought, including the Zoning Resolution Article & Section. Please attach additional pages if more room is required. Please include any supporting documentation that supports your position.

_____
_____
_____

_____ _____

Owner's Signature Date