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

# Board of Zoning Appeals Application for Administrative Review

## Owner of Record Information

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

## Procedure Notes

Administrative Reviews are used when applicants believe the rules of the Zoning Ordinance have been applied incorrectly.

1. The applicant shall submit to the County a detailed written explanation of **a)** the rule in question (citing Article & Section of the Zoning Resolution), and **b)** how the rule should have been applied.
2. The County staff member will have an opportunity to explain the rule and why it was applied in the manner it was applied.
3. The Board of Zoning Appeals will then vote to uphold the staff member's action or find that the rule was applied incorrectly.

## 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 the property owner**.
4. **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 section or rule that is the subject of the administrative review. How should it have been applied differently? Please attach additional pages if more room is required. Please include any supporting documentation that supports your position.

_____
_____
_____

_____ _____
Owner's Signature Date