

TOWN OF SMYRNA BOARD OF ZONING APPEALS



1. Applicant Information:

Applicant Name:	Date:
Applicant Address:	
Phone Number:	

2. Request Information:

Location of Request <i>(If different from above)</i> :					
Tax Map:	Group:	Parcel:	Zoning:	Lot Area:	
PLEASE CHECK <input checked="" type="checkbox"/> TYPE OF VARIANCE					
Zoning Variance	Setback Variance	Sign Variance	Special Exception	Home Occupation	Administrative Review

Applicant Signature

Date

Print Signature

ALL APPLICANTS OR THEIR REPRESENTATIVE ARE REQUIRED TO ATTEND MEETING

“Approval by the Board of Zoning Appeals does not remove any requirements or prohibitions that may be in place because of any restrictive covenants affecting your property. Violation of restrictive covenants could result in legal action against you by a homeowner’s association or individual homeowners within your neighborhood. The Town of Smyrna will not be liable if action is taken against you due to violation of such covenants.”

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For Official Use Only

Received by: _____

Application Fee: _____

Date: _____

In accordance with Section 7.080 of the Municipal Zoning Ordinance, “the purpose of a variance is to modify the strict application of the specific requirements of this ordinance in the case of exceptionally irregular, narrow, shallow, or steep lot, or other exceptional physical conditions, whereby such strict application would result in practical difficulty or unnecessary hardship which would deprive an owner of the reasonable use of his land. The variance shall be used only where necessary to overcome some obstacle which is preventing an owner from using his property under this ordinance.”

Submittal Requirements:

1. Completed application form.
2. Application fee of \$200.00
3. **For a zoning/sign/setback variance request:** Letter describing in detail what you are requesting AND the physical condition(s) of your property that make it necessary for you to get a variance. Please carefully read the statement above.
4. **For a special exception/home occupation request:** Letter addressing the conditions for approval.
5. **For administrative review:** Detailed letter explaining your claim.
6. Site plan, plot plan, drawings, photographs, and/or any other document that supports your request.
7. Applications may be submitted no later than 4:30 p.m. on the day of the deadline.
8. All meetings are held at Smyrna Town Hall – 315 South Lowry Street – at 5:00 p.m. in the Town Council Chambers.
- 9. All required supporting documents must be submitted at the time of application.**

SUBMITTAL SCHEDULE

MONTH	SUBMITTAL DATE	MEETING DATE
January	January 6	January 16
February	February 10	February 20
March	March 10	March 20
April	April 7	April 17
May	May 5	May 15
June	June 9	June 19
July	July 7	July 17
August	August 11	August 21
September	September 8	September 18
October	October 6	October 16
November	November 10	November 20
December	December 8	December 18