



**BOARD OF ZONING APPEALS: APPLICATION AND CHECKLIST**

***DEADLINE: 3<sup>RD</sup> MONDAY OF THE MONTH AT 4:00 PM***

1. Applicants must complete this application, include required supporting materials, & pay the required fee (\$50.00—*each request is considered separate & requires a separate fee*) by the monthly submittal deadline. It shall be the responsibility of the applicant to become familiar with the regulations, policies, and procedures of the City of Columbia. Please contact the Columbia Department of Development Services with any questions or to discuss any concerns during the BZA submittal & review process: Liz Olmstead, City Planner, [lolmstead@columbiatn.com](mailto:lolmstead@columbiatn.com) or (931) 560-1560.
2. Please provide the following information, depending on the request:

**Ten (10) copies of each document and/or plan shall be submitted.**

- a. Completed application.
  - b. **For a setback variance only:** The length of the boundaries of the lot measured to the nearest foot. Locations, square footages, and exterior dimensions, measured from outside wall to outside wall, of all existing and proposed buildings and structures. *A plot plan may satisfy this requirement.*
  - c. **For a sign variance only:** The measurements and total square footage of the permitted and requested signage. If a wall or gasoline pump sign, provide the linear footage of the front façade of the building for which the signage is proposed.
  - d. **For all variances requests:** Completion of the Requirements of Variance Sheet on this application or a Justification Letter addressing those seven (7) criteria.
  - e. **For a Conditional Use Permit only:** Complete of Description of requested Use or submit a separate Request Letter to the Board of Zoning Appeals. In either case, address each of the following:
    - i. Explain in detail the proposed use for the property, including long-term plans; and
    - ii. Explain how your proposal will be designed, located, and operated so that the public health, safety, and welfare will be protected; and
    - iii. Explain how your proposal will not adversely impact other properties in the area in which it is located (this includes addressing access and parking for the site, if applicable).
  - f. Submit applicable drawings, illustrations, and so forth, to accompany the request.
  - g. The appellant shall provide any additional information as determined by the Department of Development Services that will be necessary to fully complete a review by City Staff and/or by the Board of Zoning Appeals.
3. Submit the final request to the Department of Development Services according to the established Board Deadline and Meeting schedule. A representative must attend the BZA Meeting.

BOARD OF ZONING APPEALS APPLICATION <i>COLUMBIA, TENNESSEE</i>					
SUBDIVISION:			LOT:		
LOT ADDRESS:					
ZONING:		LAND USE:		LOT ACREAGE:	
LOT SQUARE FOOTAGE:			BUILDING SQUARE FOOTAGE:		
ESTABLISHED/EXISTING SETBACKS:					
FRONT: _____ ft.		SIDE: _____ ft.		REAR: _____ ft.	
OTHER INFORMATION:					

**TYPE OF REQUEST**  
*COMPLETE APPLICABLE REQUEST FOR BOARD TO CONSIDER*

APPEAL OF ADMINISTRATIVE DECISION
Indicate the decision/interpretation under appeal, including the City Official with Title and Department, and the applicable section(s) of the <i>Zoning Ordinance</i> in question.  <p style="text-align: center; color: red;"><b><i>If this information is not listed, the item shall be rejected by staff as incomplete</i></b></p>
APPEAL OF:  <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/>
ZONING ORDINANCE SECTION:  <hr style="border-top: 1px dotted black;"/>
CITY OFFICIAL WITH TITLE AND DEPARTMENT:  <hr style="border-top: 1px dotted black;"/>

## APPEAL OF ADMINISTRATIVE DECISION

1. If requesting a **Setback Variance**, indicate below which yard the setback variance is located within and **provide an exact measure of the distance of the new setback in feet.**
2. If requesting a **Sign Variance**, indicate below which type of sign the variance is for and **provide the permitted signage, in addition to the requested amount of signage.**
3. If requesting a **Variance** of any other provision of the *Zoning Ordinance*, provide a **detailed explanation below in "Other Variance Request."**

***If this information is not listed, the item shall be rejected by staff as incomplete***

<b>SETBACK VARIANCE</b> <i>Check applicable yard</i>	<input type="checkbox"/> FRONT YARD <input type="checkbox"/> SIDE YARD <input type="checkbox"/> REAR YARD	REQUESTED SETBACK (ft):
<b>SIGN VARIANCE</b> <i>Check applicable sign</i>	<input type="checkbox"/> FREESTANDING SIGN <input type="checkbox"/> WALL SIGN <input type="checkbox"/> GASOLINE PUMP SIGN <input type="checkbox"/> OTHER SIGN	PERMITTED SIGNAGE (ft or ft <sup>2</sup> ):
		REQUESTED SIGNAGE (ft or ft <sup>2</sup> ):
<b>OTHER VARIANCE REQUEST</b>	ZONING ORDINANCE SECTION:	
	REASON FOR REQUEST:	

## CONDITIONAL USE PERMIT

If requesting a **Conditional Use Permit**, indicate the requested use.

***If this information is not listed, the item shall be rejected by staff as incomplete***

REQUESTED USE (be detailed):

DOES THE REQUESTED USE HAVE REQUIRED PARKING?

HOURS OF OPERATION:



**REQUIREMENTS FOR A VARIANCE**  
*Section 3.15.10 of the City of Columbia Zoning Ordinance*

The Board of Zoning Appeals shall not grant a variance unless it makes a finding, based on the evidence presented, that all of the following seven criteria are sufficiency and fully satisfied.

*The BZA cannot, by law, consider financial or personal matters  
in the justification of any of the seven criteria.*

Please demonstrate how your request satisfied each of the following:

*(You may use this sheet or attach separate pages)*

<p>1. That by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, the strict application of any regulation contained within this ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property.</p>
<p>2. That the variance is the minimum variance that will relieve such difficulties or hardship and thereby make possible the reasonable use of the land, building, or structure.</p>
<p>3. That the variance will not authorize activities in a zone district other than those permitted by this ordinance.</p>

4. That financial returns alone shall not be considered as a basis for granting a variance.

5. That the granting of the variance will not be detrimental to the public welfare, injurious to other property or improvements in the area in which the subject property is located, or a substantial impairment to the intent and purpose of the general provisions of this Zoning Ordinance.

6. That the purposed variance will not impair an adequate supply of light and air to the adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety.

7. That the alleged difficulty or hardship has not been knowingly and intentionally created by any person having an interest in the property after the effective date of this ordinance.