

# CITY OF HOHENWALD

## Board of Zoning Appeals

### Application for an Appeal

Before the Board of Zoning Appeals can hear applicant's appeal, this form must be completed in its entirety and received prior to the application deadline.

Date of Application: \_\_\_\_\_ Current Zoning \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Legal Description of Property  
(Map & Parcel)

\_\_\_\_\_  
Property Street Address

\_\_\_\_\_  
Acreage

**There are three reasons as to why the BZA meets, on the following sheet (add more if necessary) state the type request and the specific details which you believe merit it:**

***Variances Requests:*** The state law permits variances only if the property (T.C.A 13-7-207) and if the hardship has not been created by the applicant. Please address each condition in your request.

***Special Exceptions:*** City Ordinances provide for special exceptions only in the circumstances listed by the Ordinance for which you seek an exception. Please read the Ordinance from which you are requesting a special exception. Identify the Ordinance and specifically address the facts relating to each ground the Board must find to exist in order to grant the special exception.

***Appeals from the Codes Official, or Planning Commission decisions:***

Please state specifically the decision from which you are appealing, attach copies of applicable correspondence or minutes, and the facts supporting overturning the decision.

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Phone: (931) 796-6051  
Fax: (931) 796-6055

City of Hohenwald  
PO Box 40  
Hohenwald, TN 38462

**Grounds for this Appeal:**

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*Please be advised that the serious nature of Board of Zoning Appeals decisions requires adequate time for the planning personnel to contribute their opinions, as well as the necessary time to publicly advertise the hearing as per the legal requirements of the State of Tennessee. The Board therefore requires applicants to submit a completed application, with all required supplementary materials, twenty (20) days before the hearing date. State law does not permit the Board to consider any appeals until proper public notice has been given.*

*Because State law also does not allow Board members to make decisions outside properly advertised public meetings, Board members cannot give an opinion as to the merits of an appeal prior to the hearing. Please do not contact Board members. Any questions should be directed to the Codes Enforcement Officer.*

*At the hearing, Applicants should be prepared to present all necessary grounds for the appeal. Applicants bear the burden of proof to demonstrate that the appeal is proper. Applicants may choose to rely upon the facts stated in the application or may submit other evidence within the time limits set by the Board. The Codes Enforcement Officer, the City Planner and other interested parties will also have an opportunity to submit facts. The Board will make its decision based upon the facts submitted at the hearing and upon the requirements set by the Ordinances and State Law.*

**CHECKLIST**

- 8 Copies of map depicting the property**
- \$50.00 Fee**    Circle One    **Cash / Check**
- Check Number #** \_\_\_\_\_
- Letter from Urban Planner**
- Letter from Codes Enforcement Officer**

**OFFICE USE ONLY**

- Planning Commission notified of the appeal and their choice to submit an advisory opinion. Date \_\_\_\_\_.
- Public Hearing Notice. (No less than 10 days prior to meeting). Date \_\_\_\_\_ (Copy to file.)
- Notice to party or parties in interest. Date \_\_\_\_\_ (Copies to file.)
- All papers constituting the record upon which the action appealed was taken.
- Notification of meeting date to applicant. Date \_\_\_\_\_ (Copies to file.)
- Notification of meeting to Urban Planner.



## APPENDIX A

### City of Hohenwald Application Review Process

*Prior to the issuance of a building permit, temporary-use permit, grading permit, demolition permit, or sign permit, all applicants shall follow the below steps:*

- ◆ **Site Plan Review - See Section 7.030, of the Zoning Ordinance**  
Submit site plan and fee to the Zoning Codes Enforcer for initial review  
Request to be added to the Planning Commission Agenda  
Planning Commission shall review site plan  
Upon approval, seek building permit, grading permit, or demolition permit.
- ◆ **Rezoning/Amendment to the Zoning Ordinance - See Section 7.091**  
Submit tax map, legal description, written request and fee to Zoning Codes Enforcer  
Request to be added to the Planning Commission Agenda  
Obtain favorable Planning Commission recommendation; request final approval from City Council.  
City Council shall hold three readings of the request at their public meeting, and one public hearing. No illegal use shall begin prior to the final reading and passing by City Council.
- ◆ **Subdivision Plat Review - See Hohenwald Subdivision Regulations, Article Three, beginning on page 3**  
Submit Preliminary Plat to the Zoning Codes Enforcer for initial review  
Request to be added to the Planning Commission Agenda  
Submit 5 prints of the plat to the Planning Commission  
Upon Preliminary Plat Approval, seek approval from City Utility Staff as necessary  
Obtain Grading Permit/Demolition Permit as necessary, from Codes Enforcer  
Submit 5 prints of the Final Plat to Planning Commission noting all required changes  
Obtain Building Permits from Codes Enforcer
- ◆ **Request for Zoning Variance, Special Use Exception, or Administrative Review - See Ordinance, Section 7.070, & 7.080,**  
Submit Request to the Zoning Codes Enforcer for initial review  
Request to be added to the Planning Commission Agenda  
Seek recommendation from the Planning Commission  
Submit request to the Board of Zoning Appeals (*file application form with City Recorder*)  
Seek Final approval from the BZA and obtain the Certificate of Approval
- ◆ **Request for Sign Permit - See Ordinance, Section 4.080, and Temporary Sign Permit**  
Submit request to the Zoning Codes Enforcer for initial review  
*File Sign Permit Application with City Recorder*  
Further review by Planning Commission may be required  
Obtain Certificate of Approval from Codes Enforcer