

Department of Codes Administration
800 2nd Av. South
Metro Office Building

Board of Zoning Appeals Checklist

The following items **must** be provided with submittal prior to acceptance by the Board of Zoning Appeals.

All appeal applications will be reviewed by staff prior to scheduling for a docket. Failure to provide any of the items under your appeal type listed below will be deemed an incomplete submittal and will not be scheduled for a docket.

Item A Appeals

- Letter detailing the basis of the appeal. This letter must be specific in regards to the substance of your appeal.

Variance Requests

- Scaled Site Plan (Drawn to engineer's or architect's scale) 8 copies
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17. **See following page for specific requirements.**
- Hardship Form or Letter (Available online at www.nashville.gov/codes/bza)

Special Exceptions

- Scaled Site Plan (Drawn to engineer's or architect's scale) 8 copies
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.

Item D Appeals (Non-Conforming Uses / Structures)

- Scaled Site Plan (Drawn to engineer's or architect's scale) 8 copies
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.

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Scheduling

Before scheduling your case for a docket, all site plans and applications will be checked by staff. Incomplete applications will not be scheduled for a docket until the submittal is complete.

Item A Appeals

Item A appeals are appeals pertaining to the Zoning Administrator's interpretation of the zoning ordinance. Persons submitting appeals for an Item A appeal must provide a cover letter that addresses the reasons for the appeal. This letter must state with specificity what section of the zoning ordinance you are challenging. Letters of a general nature will not be accepted for filing.