

Department of Codes Administration
800 2nd Avenue 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. Site plans and pictures should be submitted on a CD or thumb drive when possible.

All appeal cases must be reviewed by a Zoning Examiner prior to scheduling for a BZA docket. The Zoning Examiner will start the application. However 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 Appeal

- Letter detailing the bases for the appeal. The letter must specifically address the error in the interpretation or application of law made by the zoning staff.

Variance Requests

- Scaled Site Plan (Drawn to engineer's or architect's scale)
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.
- 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)
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.
- Neighborhood meeting will take place after application but before BZA hearing date.

Item D Appeals (Non-Conforming Uses/Structures)

- Scaled Site Plan (Drawn to engineer's or architect's scale)
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.