

BOARD OF ZONING APPEALS APPLICATION INFORMATION

Prior to submitting a variance application for your project, please reach out to a Zoning Examiner.

The Board of Zoning Appeals hears certain appeals of denials of building permits by the City's Plans Review and Inspections Department. An applicant can request a variance from the Zoning Code requirements or can appeal an administrative official's interpretation of the Zoning Code.

- Applications are due by **12:00 pm Noon EST** on the deadline date, [click here](#) for meeting dates and application deadline information. ***Incomplete applications will be returned for resubmission.***
- Applications must be digital and signed by the applicant.
- Applications must include site plans and any other relevant information associated with the hardship for which they are applying.
- Applicant must describe the hardship conditions that apply to the variance request.
- Correspondence will be directed to the person listed as the *applicant*, please ensure this information is accurate.
- Please do not solely list a company as the applicant. You may fill it out with the applicant name o/b/o company name. (Ex: *John Doe o/b/o ABC company*)
- Parcel #, City Council District # and Zoning District can be found at <https://www.kgis.org/KGISMaps/>
- Due to size constraints, please limit your documentation only to information pertinent to your variance request.
- Once the Public Notice is submitted to be published, no new documentation will be added to the packets.
- A member of our staff will reach out for payment at a later date. Effective January 1, 2024 the fee is \$250 *per variance request*. We accept Visa, MasterCard & Discover and checks made payable to: City of Knoxville.
- Email completed applications to bldginspections@knoxvilletn.gov



BOARD OF ZONING APPEALS APPLICATION

Please reach out to a City of Knoxville Zoning Examiner about your project before submitting a variance application.

APPLICANT INFORMATION	APPLICANT IS:	THIS PROPOSAL PERTAINS TO:
Name (Individual not company)	Owner <input type="checkbox"/>	New Structure <input type="checkbox"/>
Street Address	Contractor <input type="checkbox"/>	Modification of Existing Structure <input type="checkbox"/>
City, State, Zip	Tenant <input type="checkbox"/>	Off Street Parking <input type="checkbox"/>
Phone Number	Other <input type="checkbox"/>	Signage <input type="checkbox"/>
Applicant Email		Other <input type="checkbox"/>

THIS IS A REQUEST FOR:

- | | |
|---|---|
| <input type="checkbox"/> Zoning Variance (Building Permit Denied) | <input type="checkbox"/> Extension of Non-Conforming Use/or Structure |
| <input type="checkbox"/> Appeal of Administrative Official's Decision | <input type="checkbox"/> Map Interpretation |

PROPERTY INFORMATION

Street Address	City, State, Zip
See KGIS.org for Parcel #	City Council District # and Zoning District

VARIANCE REQUIREMENTS

City of Knoxville Zoning Ordinance Article 16, Section 16.3

The City of Knoxville Board of Zoning Appeals shall have the power and authority to grant variances from terms of this ordinance according to the procedure and under the restrictions set out in this section.

The purpose of the variance is to modify the strict application of the specific requirements of this ordinance in the case of exceptionally irregular, narrow, shallow or steep lots, 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 as the zoning ordinance intended.

DESCRIPTION OF APPEAL

Describe your project and why you need variances.

Describe hardship conditions that apply to this variance.

Site plans and any other relevant information associated with the hardship must accompany this application.

APPLICANT AUTHORIZATION

I hereby certify that I am the authorized applicant, representing ALL property owners involved in this request and that all owners have been notified of this request in writing.

APPLICANT'S SIGNATURE _____ DATE _____