

IMPORTANT BOARD OF ZONING APPEALS APPLICATION INFORMATION

PRIOR TO SUBMITTING A VARIANCE APPLICATION, PLEASE REACH OUT TO A **ZONING EXAMINER**.

- Multiple variance requests may be listed on one application as long as it is for the same property.
- Applications must be submitted digital (no paper copies) and signed by the applicant. You may print, sign and send as PDF.
- Applications must include site plans, elevations and any other relevant information (i.e. photos) associated with the hardship for which they are applying.
- Applicant must describe the hardship conditions that apply to the variance request. Please note that mere loss in value does not justify a variance; there must be a deprivation of beneficial use of land.
- Correspondence will only be directed to the person listed as the applicant, please ensure this information is accurate.
- Do not list a company as the applicant. You may fill it out with the applicant name o/b/o company name. (Ex: John Public o/b/o ABC company)
- Parcel #, City Council District # and Zoning District can be found in the "Maps" tab on the left side of the page at https://www.kgis.org/KGISMaps/
- Due to size constraints, please limit your documentation file sizes, as well as only submitting information pertinent to your variance request .
- Once the Public Notice is submitted to be published, no new documentation will be added to the packets.
- Variance application fee is \$250 per variance request.
- A member of our staff will reach out with payment instructions at a later date, after all staff reviews have been completed. We accept Visa, Mastercard & Discover and checks made payable to: City of Knoxville
- Email completed applications to bldginspections@knoxvilletn.gov
- Incomplete applications will be returned for resubmission.

Cil	Δ	Ħ	(office	HISA	only)



Please reach out to a City of Knoxville Zoning Examin	ner about v	our pr	oiect before submitting a varian	ice application
APPLICANT INFORMATION	APPLICA		THIS PROPOSAL PERTA	
Name (Individual not company)	Owner		New Structure	
Street Address	Contractor		Modification of Existing Structure	
City, State, Zip	Tenant		Off Street Parking	
Phone Number	Other		Signage	
Applicant Email			Other	
, ,	A REQUES	T FOR		
Zoning Variance (Building Permit Denied)	_ E	xtensic	on of Non-Conforming Use/or Struct	ture
Appeal of Administrative Official's Decision			erpretation	
	TY INFOR <i>i</i>	OITAN		
Street Address			City, State, Zip	
See KGIS.org for Parcel # City Council			and Zoning District	
VARIANO	CE REQUIR	EMEN'	TS	
and under the restrictions set out in this section. The purpose of the variance is to modify the strict application of the spe shallow or steep lots, or other exceptional physical conditions, whereby which would deprive an owner of the reasonable use of his land. The va preventing an owner from using his property as the zoning ordinance in	such strict ap riance shall be tended.	plication used on	would result in practical difficulty or unnec ly where necessary to overcome some obs	cessary hardship
DESCRIF	TION OF	APPEA	L	
Describe your project and why you need variances. Describe hardship conditions that apply to this variance.				
Site plans and any other relevant information associated APPLICAN	IT AUTHOI	RIZATI	ON	
I hereby certify that I am the authorized applicant, represe owners have been notified of this request in writing.	enting ALL p	oropert	y owners involved in this request a	ind that all

APPLICANT'S SIGNATURE______DATE_____