

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.

