

BOARD OF ZONING APPEALS

VARIANCE REQUEST CHECK LIST

Any landowner requesting approval from the Board of Zoning Appeals for a variance to the Sullivan County Zoning Resolution must submit the following information along with the filing fee:

1. Completed Application as prepared by the department;
2. Consultation with Planning & Codes staff;
3. Paid fee;
4. Submit site plan/sketch with the following information including:
 - a. Lot/parcel/tract of land drawn with all dimensions (a mortgage survey or other survey is preferable);
 - b. Locate all existing structures with dimensions;
 - c. Locate driveway (s);
 - d. **Locate all utilities if known, especially the septic system and field lines if applicable;**
 - e. Locate proposed structure/addition with dimensions;
 - f. Locate possible alternatives to the design in order of preference;
 - g. Illustrate the requested variance on the site plan (include the overhang of the proposed structure if applicable);
 - h. Verify any deed restrictions and any ingress/egress easements for the property if applicable; and
 - i. Locate any platted, recorded or known drainage easements, TVA flowage easement and/or floodplain zone;
5. **Please note: the staff shall be permitted to access property for a site inspection. The applicant does not have to be present at that time;**
6. Submit any other information, such as pictures, elevations or neighborhood consent statements, if desired; and
7. The applicant or representative shall be present at the meeting (*3rd Wednesday of every month at 5:00 PM located in the County Commission Chambers of the 2nd floor at the Old County Courthouse in Blountville*).