



Town of Coopertown
2525 Burgess Gower Rd., Springfield, TN 37172
Phone 615-382-4470 FAX 615-382-4439
www.coopertowntn.org

To: COOPERTOWN BOARD OF ZONING APPEALS

Application for: (check appropriate box)	FEE:
<input type="checkbox"/> Variance	\$100.00
<input type="checkbox"/> Special Exception	\$150.00
<input type="checkbox"/> Administrative Review	\$200.00

NAME OF OWNER: _____

OWNER ADDRESS: _____

OWNER PHONE: _____ CELL : _____

EMAIL ADDRESS: _____

APPLICANT NAME (IF NOT OWNER): _____

PHONE NUMBER: _____

LOCATION OF PROPERTY: _____

NAME OF PLAT (if subdivision): _____

MAP #: _____ PARCEL #: _____ CIVIL DISTRICT: _____ NO. OF ACRES: _____

CURRENT ZONING DESIGNATION: _____

TYPE OF ACTION REQUESTED: _____

GIVE DETAILED, WRITTEN, SPECIFIC REASON FOR THIS REQUEST: _____

(Attach additional sheets, as necessary)

Signature of Applicant

Date Applied

Signature of Owner(s) if Owner is not the Applicant

Date Signed

INSTRUCTIONS:

REVIEW COOPERTOWN'S "LAND USE AND TRANSPORTATION POLICY PLAN.

ATTACH COPY OF TAX MAP WITH NAMES OF ADJOINING PROPERTY OWNERS. (A copy may be obtained from the Assessor or Properties Office.)

CONTACT PROPERTY OWNERS IN THE AREAS THAT COULD BE AFFECTED BY THIS REQUEST INFORMING THEM OF YOUR PROPOSAL. (A signed petition from them could be helpful.)

A SITE PLAN, TO SCALE, IS REQUIRED SHOWING ALL EXISTING BUILDINGS, PROPOSED BUILDINGS, SHOWING DISTANCES FROM FRONT, REAR AND SIDE YARDS. (We would suggest that to comply with the site plan regulations, you consider securing the services of someone who is trained in this type of work, either a surveyor or engineer.)

SPECIAL NOTE: A notice of the proposed action must be published in the local newspaper prior to review by the Board. This office will prepare and submit the required notice after you comply with all the above instructions.

The notice must appear in the newspaper fifteen (15) days prior to the meeting. The Appeals Board is scheduled to meet the third Monday of every month, on an as-needed basis.

YOU, OR YOUR DESIGNEE, MUST BE PRESENT AT THE BOARD OF ZONING APPEALS MEETING IN ORDER FOR YOUR APPLICATION TO BE REVIEWED.

Section 8.030 – Coopertown Zoning Ordinance

D. Site Plans Required for All Other Activities.

This procedure is to be utilized for all buildings and activities except those subject to the provisions of 8.030, C. unless otherwise specified, the reviewing agency shall be the Coopertown Planning Commission. Proposals for planned developments and mobile home parks shall follow separate provisions outlined elsewhere in this resolution, but such proposals shall also be reviewed by the planning commission.

The following information shall be included in the site plan:

1. General Location Sketch Map at a scale, not smaller than 1" = 200', showing:

- a. The approximate boundaries of the site.
- b. External (public access streets or roads in relation to the site).
- c. Surrounding development (i.e., general residential, commercial and industrial areas) within the general vicinity of the site.
- d. Any public water and sewer systems in relations to the site.

2. Site plan drawn at a scale, no smaller than 1" = 200', showing:

- a. The actual shape, location and dimensions of the lot.
- b. The shape, size and location of all buildings or other structures already on the lot.
- c. The existing and intended use of the lot and of such structures upon it, including, for residential activities, the number of dwell units the buildings are intended to accommodate.
- d. Topographical features, both existing and proposed, with contours at a vertical interval no greater than five (5) feet.
- e. Location of all driveways and entrances.

- f. Location of all accessory off-street parking areas to include a plan showing design and layout of such parking facilities where five (5) or more accessory off-street parking spaces are to be provided. (Dimensions shall be shown.)
- g. Location of all accessory off-street loading berths.
- h. Location of open space.
- i. Proposed ground coverage, floor area, and building heights.
- j. Position of fences and walls to be utilized for screening (materials specified).
- k. Position of screen planting (type of planting specified).
- l. Proposed means of surface drainage, including all drainage ways and facilities.
- m. Location of all easements and rights-of-way.
- n. Location of areas subject to flooding.
- o. Location and size of all utilities including all fire hydrants.
- p. Location, type and size of proposed signs.

3. The planning commission as the reviewing body may:

- a. Recommend approval of the plat as submitted to the Building Commissioner.
- b. Recommend disapproval of the plan.
- c. Recommend approval of the plan with conditions or recommendations for alterations.

If no “actual construction has begun in the development within two (2) years from the date of approval of the site plan, said approval of the site plan shall lapse and be of no further effect.

E. Fee.

The Coopertown Board of Mayor and Aldermen shall establish a schedule of fees and a collection procedure for Building Permits. The schedule of fees shall be posted in the office of the Building Commissioner. Only the Board of Mayor and Aldermen may alter or amend the fee schedule. Until the appropriate fee has been paid in full, no action shall be taken on any application.

F. Issuance of Permit.

If the proposed excavation, construction, moving or alteration as set forth in the application is in conformity with the provisions of this resolution, the Building Commissioner shall issue a Building Permit for such excavation or construction. If an application for a Building Permit is not approved, the Building Commissioner shall state, in writing, on the application the cause for such disapproval. Issuance of a permit shall in no case be construed a waiving of any provisions of this resolution.

G. Construction Progress.

Any Building Permit issued becomes invalid if work authorized is not commenced within six (6) months of the date of issuance or if the work authorized by the permit is suspended or discontinued for a period of one (1) year.