



# Town of Arlington

## BOARD OF ZONING APPEALS Conditional Use Permit Application

*Application must be submitted 21 days prior to the scheduled meeting. The Board of Zoning Appeals meets on an as-needed basis. Please consult with Staff before submitting an application so that a meeting may be scheduled.*

Street Address (where permit will be used): \_\_\_\_\_  
Owner of Record: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Agent or representative authorized to prepare this application and to provide further information as requested by the staff: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Engineer/Designer Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### INSTRUCTIONS FOR SUBMITTING APPLICATION

- Fee Schedule: \$300  
(make check payable to the Town of Arlington)
- See Town of Arlington Zoning Ordinance, Chapter 10, Section 10.5, Arlington Board of Zoning Appeals and Chapter 4, Section 4.9, Specific Provisions for Conditional Uses.
- A consultation with Staff before completion of this application form and prior submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call Town Planner to schedule.
- Included is a checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Fee Receipt #: \_\_\_\_\_

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507  
Telephone (901) 867-3449 • Fax (901) 867-2638

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CONDITIONAL USE PERMIT**

**CHECKLIST**

This checklist is compiled to aid in the preparation of the Conditional Use Permit; however, it is not meant to take the place of the Town of Arlington Zoning Ordinance and Subdivision Regulations. Check all items with either a “√” or “X” in the box. “Not Applicable” items, use N/A.

- Present Zoning: \_\_\_\_\_
- Requested Use: \_\_\_\_\_
- Purposes: (attach statement)

**PRELIMINARY SUBMITTAL FOR REVIEW BY STAFF:**

- Submit three (3) sets of the following:
  - Cover letter describing the request. The cover letter should also address the general provisions for a conditional use permit (Ordinance Section 10.5.4, 2, c), and any applicable specific provisions for conditional uses (Ordinance Section 4.9).
  - Completed application form and checklist.
  - Property survey of current conditions, showing all easements, setbacks, structures, etc., on the site.
  - Site plan showing all proposed setbacks, structures, parking, open space, buffers, etc.
- All drawings must be drawn to scale.
- All items must be collated and compiled into individual packages. All drawings over 8-1/2” x 11” in size must be folded.

**REVISED SUBMITTAL FOR PRESENTATION TO BOARD:**

Once all revisions have been completed, the following is to be submitted for staff’s final review and submission to the Board for their consideration. The final staff report and meeting agenda will be e-mailed to the address provided for the applicant and property owner the Wednesday prior to the meeting date.

- Submit eight (8) sets of the following:
  - Cover letter describing the request. The cover letter should also address the general provisions for a conditional use permit (Ordinance Section 10.5.4, 2, c), and any applicable specific provisions for conditional uses (Ordinance Section 4.9).
  - Completed application form and checklist.
  - Property survey of current conditions, showing all easements, setbacks, structures, etc., on the site.
  - Site plan showing all proposed setbacks, structures, parking, open space, buffers, etc.
  - Vicinity map of all property owners whose property is within five hundred (500) feet of the land which is subject of request or the property owners of a minimum of 25 properties, whichever is greater. Vicinity map shall show streets, roads or alleys and indicate the owner’s name and the dimensions of each parcel of property shown.
  - Any additional information requested by staff.
- All drawings must be drawn to scale.
- All items must be collated and compiled into individual packages. All drawings over 8-1/2” x 11” in size must be folded.
- One digital copy on a CD of all drawings submitted in JPEG format. Other formats are not acceptable.

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- Three (3) sets of self-adhesive mailing labels and one (1) bond copy of mailing labels of the owners of property shown on the vicinity map (as noted above).
- A sign must be placed on the subject property by the applicant, and at his/her own expense, at least fifteen (15) days prior to the public hearing of the Board of Zoning Appeals. The sign must meet the following specifications:
  - **Duration:** The sign shall be placed on the property at least fifteen (15) days prior to the public hearing, and removed within five (5) days of the public hearing.
  - **Size:** The sign shall be 4' x 4' in size, single-sided. The maximum height of the sign, including posts, shall be six (6) feet.
  - **Location:** One (1) sign shall be placed on each side of the parcel facing a public right-of-way and shall be placed ten (10) feet from the public right-of-way. The sign must be completely visible to the public, not obscured by shrubbery, weeds, buildings or other objects.
  - **Content:** The sign shall state, at a minimum, the purpose of the request and the date, time and place of the public hearing. The specific wording shall be approved by the Town Planner prior to installation.
  - **Construction:** The sign must be made of weather-durable materials and the letters and numbers must be prepared using templates, stencils or attachable letters. Hand-lettered signs are not acceptable. The sign must be posted on durable wood or metal posts.
  - **Maintenance:** The applicant or requesting party is responsible for maintenance of the sign in good order until the sign is required to be removed. The status of the sign shall be checked frequently by the applicant, and immediately replace any sign that has fallen or been destroyed.
  - **Colors:** The sign background must be black with white letters and numbers.

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**ACKNOWLEDGEMENTS**

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.
2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Board of Zoning Appeals Agenda.
3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.
4. By signing this document, the applicant and owner accept the above conditions.

*Copy and use additional pages if necessary*

<b>APPLICANT:</b>	<b>OWNER*</b> (If different from applicant. If same, note "same"); <i>*Owner information is required</i>
<b>If an Entity:</b>	<b>If an Entity:</b>
Name of Entity:	Name of Entity:
By (Signature):	By (Signature):
Print Name:	Print Name:
Title:	Title:
<b>If an Individual(s):</b>	<b>If an Individual(s):</b>
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature: