

# APPLICATION TO THE MARYVILLE BOARD OF ZONING APPEALS

**City of Maryville**  
**Development Services Department**  
 416 W. Broadway Avenue (located on the ground level)  
 Maryville TN 37801  
 (865)273-3500, Fax (865)273-3525  
[www.maryvillegov.com](http://www.maryvillegov.com)

John Jagger, Director of Development Services	Ext. 3500
Scott Poland, Land Development Administrator	Ext. 3509
Jackie Newton, Planning Assistant	Ext. 3502
Rachael Allmon, Administrative Assistant	Ext. 3500

## Board of Zoning Appeals Members

(city residents appointed by the city mayor and confirmed by city council)

Marty Calloway, Chair  
 Suzette Donovan, Vice-Chair  
 Charles Blackburn, Secretary  
 DeDe Christopher  
 Barbara Crowder

### 2012 MARYVILLE BOARD OF ZONING APPEALS SCHEDULE

Submittal Date (4 <sup>TH</sup> Monday by noon)	Meeting Date* (3 <sup>RD</sup> Thursday)
December 26	January 19
January 23	February 16
February 27	March 15
March 16	April 19
April 23	May 17
May 28	June 21
June 25	July 19
July 23	August 16
August 27	September 20
September 24	October 18
October 22	November 15
November 26	December 20

\*Subject to change

## Instructions for Completing Application

1. Submit completed application by noon on the **4<sup>th</sup> Monday** along with the non-refundable fee payable to the City of Maryville. (See below)

Activity	Fee
Special Exception Request	\$150.00
Planned Unit Development	\$150.00
Impact Overlay District	\$150.00
Variance or any other request to BZA	\$150.00
Telecommunications Towers/Antennas Review	\$1,000.00 or cost of review, whichever is greater

2. If you are requesting a called meeting, the same procedures apply with the exception of the submittal deadline. Once you have paid the \$500.00 called meeting fee and submitted the application, the planning office will call the board and a meeting will be scheduled at the earliest date that a quorum can be present and notification requirements can be met. Each agenda item shall constitute a separate item and shall therefore be subject to a separate called meeting charge as outlined in the section above.
3. Be sure that the application has been completely filled out. The Board will base their decision on the criteria that deals with the questions on the application. If a question is not applicable, please draw a line through the space provided or mark "n/a" (not applicable). **The Board is not required to hear applications that are incomplete.** The burden of presenting a complete application to the Board shall be upon the applicant.
4. The meetings are the **3<sup>rd</sup> Thursday of each month at 5:00 p.m.** in the council chambers located on the middle level of the Maryville Municipal Center, 400 W. Broadway. **YOU OR YOUR REPRESENTATIVE MUST ATTEND THE MEETING; OTHERWISE, THE BOARD WILL NOT HEAR THE ITEM.**

**For office use only:**

	Completed application
	Fee paid
	Eight copies of Application and any accompanying documents

**Application  
To  
The Maryville Board of Zoning Appeals**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Address for Property: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

(May be obtained from web site [www.assessment.state.tn.us/SelectCounty.asp](http://www.assessment.state.tn.us/SelectCounty.asp) or Blount County Property Assessor's Office 273-5850)

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Please complete the following information if the applicant is not the property owner.

List below legal authority by which applicant may submit application (i.e. lessee, agents, contract vendee):

\_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Submittal (check one):

Telecommunication Tower

Special Exception

Variance

Administrative Appeal

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date




