

**TOWN OF EAGLEVILLE
SPECIAL EXCEPTION
APPLICATION FORM**
Eagleville Board of Zoning Appeals
Submit to the City Hall
108 South Main Street, PO Box 68, Eagleville, TN 37060
(615) 274-2922 • Fax (615) 274-2977
citymanager@eaglevilletn.com

SECTION I

Please return this completed form to City Hall with:

1. A concept plan/site plan
2. A copy of the deed to the property under consideration.
3. If applicant is not the owner, then he/she must submit a notarized designation as Attorney-in-Fact.
4. An application fee \$100.

Submitted By: _____

Applicant's Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Phone Number: Cell: _____ Other: _____

Property Owner: _____

Address of Subject Property: _____

City: _____ State: _____ Zip Code: _____

Tax Map _____ Group _____ Parcel _____ Deed Book _____ Page _____

How is the subject property presently used? _____

What is the present zoning of the subject property? _____

What is the size of the subject property? _____

Explain in detail what you propose to do with property, i.e. a clear definition of the proposed use, the hours and days of operation, the number of employees (if any), the number of vehicles, types of vehicles, the number and size of buildings, whether or not there will be outdoor storage, and any other information you wish to supply to aide in expediting your request. Please be very specific about the activity you are proposing to do on this property so that there is a clear understanding by the Planning Commission. You may submit this description on another page.

A concept plan, drawn to scale, showing all existing and proposed buildings, septic system and field line areas, driveways, and any other pertinent information regarding the application should be submitted with this form.

Do you plan to have a sign? _____
If yes, how many? _____ What size(s)? _____

Will you employ anyone? _____ If yes, how many? _____

Will any employees come to this site? _____

Who provides water service to this property? _____

What fire department serves the property in question? _____

Where is the nearest fire hydrant in relation to this property? _____

Is the parking lot to be paved? Yes _____ No _____

Will the Parking Lot have continuous curbing or individual wheel stops along the perimeter of the portion of the parking lot which abuts the street right-of-way? Yes _____ No _____

Please note: This is the first step in completing your Conditional Use Permit request. A site plan must be approved prior to obtaining any building permits. Under some circumstances, a professional site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. By signing this application, you are acknowledging this requirement. We look forward to processing your application as soon as possible

Applicant's Signature: _____

Today's Date: _____

Applicant Deferral/Withdrawal Policy: If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Re-application following an applicant's request for deferral/withdrawal will require a new application fee.

Applicant Initials _____ Date _____

Submit to the Town of Eagleville City Hall

PO Box 68

108 South Main Street

Eagleville, TN 37060

Date: _____

SECTION II

This form is to be completed by the Eagleville Codes Administrator prior to submission of any application to Eagleville City Hall. Contact City Manager.

An evaluation has been done by Town of Eagleville Codes Administration for compliance for the following proposed use:

Proposed Use: _____

Address: _____

A Building Permit will be required upon approval

This proposed use will NOT require a building permit

A set of engineered plans will be required for plan review at least three (3) days prior to issuance of the building permit

An inspection of the site upon completion will be required

This proposed use will NOT require a site inspection

The Rutherford County Development Tax shall be assessed upon arrival prior to issuance of the Building Permit

This proposed use will NOT require payment of the Rutherford County Development Tax.

Additional Remarks: _____

NOTE: All public buildings shall be required to comply with the American Disabilities Act (ADA) for handicap accessibility.

Signature: _____

Title: _____

SECTION III

**ACCESS AFFIDAVIT
NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY
Submit to Eagleville City Hall with Application
108 South Main Street, Eagleville, TN 37060
(615) 274-2922 fax (615) 274-2977**

I, _____, the applicant and requestor of this Zoning appeal process, hereby grant the employees of the Town of Eagleville Planning Commission and the Town of Eagleville Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, (applicant to) place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Eagleville Planning Commission and the Eagleville Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Town of Eagleville Planning Commission and the Eagleville Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Town of Eagleville, the Town of Eagleville Planning Commission, and the Town of Eagleville Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: _____

Date: _____

Notary Public: _____

My Commission Expires: _____

CHECKLIST

Before we can accept your rezoning, conditional use permit, or variance application, please make sure you have all the items listed below:

- A completed application.
- A concept plan drawn to scale.
- A copy of the deed to the property.
- A Letter of Attorney-in-Fact if submitted by anyone other than current land owner.
- A form completed and signed by a Rutherford County Building Codes Official. Their hours are 8:00 a.m. until 4:30 p.m., Monday through Friday.
- A signed and notarized access affidavit. Notary services are available in our office at no charge.
- \$100 application fee.