



City of Forest Hills, Tennessee

Checklist for Board of Zoning Appeals

The terms and conditions of variances and/or special exceptions approved by the Board of Zoning Appeals shall be substantially complied with within 18 months from the date of the action by the Board of Zoning Appeals, or the approval shall be null and void and of no effect.

- ☒ Completed Board of Zoning Appeals Application
- Neighbor Letter and BZA Application ☒ Written reason/explanation of request, identifying the applicable section of the ordinance for which the request is based, including a written narrative defining the hardship being alleged, if any.
- Report ☒ Geotechnical engineering analysis where necessary to provide assurance of stability due to any proposed impacts. (If in Hillside Protection Overlay) *Should include certification per 6.03(b)(i)*
- RA ☒ Completed Zoning Bulk Regulation Worksheet
- HOA N/A ☒ Response from Homeowner Association (if required) and adjoining neighbors (writing preferred)
- Drawing Set ALL ☒ Site Plan Drawings/Supporting Documents:
 - ☒ Drawing(s) (Site Plan) at a Scale 1" = 20'
 - ☒ Sheet size not smaller than 11x17, not larger than 24x36
 - ☒ one PDF Copy (sent to the Executive Assistant)
 - ☒ Supporting documents such as SWPPP and Geotechnical Reports
- Site Plan Requirements:**
- Survey & Drawing Set ALL ☒ Vicinity Map
- ☒ A title block (should identify the property and should include the address, lot number, subdivision, owners name/ phone number, contractors name/ phone)
- ☒ North Arrow
- ☒ Scale
- ☒ Legend
- SURVEY ☒ Indicate flood map and panel number on site plan.

- N/A ☐ Indicate Base Flood Elevation (BFE)
- N/A ☐ Indicate limits of floodway and floodplain on site.
- N/A ☐ Provide elevation certificate.
- LC1.1 ☒ Bulk Regulation Table appropriate to the underlying zone of the property
- LC1.1 ☒ All existing vertical structures/ buildings (label sq. ft.)
- LC1.1 ☒ Existing impervious surfaces (pools, spas, patios, decks, athletic courts, any hardscape) (label sq. ft.)
- LC1.1 ☒ Existing retaining walls (label height)
- LC1.1 ☒ Existing fences on site (location and height)
- LC0.1 ☒ Existing average slope of the property
- SURVEY ☒ Existing Topography (2 ft intervals)
- SURVEY ☒ Existing easements (location & size)
- SURVEY ☒ Location of all existing utilities (structures, sewers, water lines, underground electric, and storm drains)
- LC1.1 ☒ Depiction of setbacks for the appropriate zoning district (front, side, & rear)
- L1.2 ☒ Landscape Plan prepared and **stamped** by a Tennessee Certified Landscape Architect
- L1.1 ☒ Tree Coverage Ratio, specifically depicting of trees of 8" caliper or dense tree masses, and Tree Survey
- ARCH & LAR ☒ Drawings/Renderings of proposed structure(s). This should include a Cross Section(s) as required to explain vertical relationships, massing, etc. This should include dimensional data as needed to depict proposed layout.
- C4.0 ☒ Proposed topography (2 ft intervals)
- N/A ☐ Proposed easements (location & size)
- Structural ☒ Proposed retaining walls, calculations, & details, including construction materials & colors
- LC1.1 ☒ Proposed fences (location, height, & material)
- & LC2.1
- SURVEY & ☒ Location of all proposed utilities (structures, sewers, water lines, underground electric, and storm drains)
- C2.0
- LC1.1 ☒ Proposed setbacks (front, side, & rear)
- A9 ☒ Proposed building Height Zones in relation to the overall site plan (*see Exhibit 1 of this Detail1 checklist for example*).
- Arch & ☒ Clearly indicate any location of vertical accessory features such as outdoor kitchens, decking, fire pits, water features, etc.
- LC1.1
- CIVIL ☒ Indicate any proposed work within the public Right-of-Way

CIVIL ☒ Erosion Prevention and Sediment Control (EPSC) plan. If disturbing more than ¼ Acre (> 10,000 Sq. Ft.) a Storm Water Management Plan is required

CIVIL ☒ Proposed grading and drainage plans, indicating extent of proposed grading & land disturbance

CIVIL ☒ Drainage calculations

☒ Temporary Traffic Control Plan (traffic interruption management plan & location of off-street parking for all contractor vehicles)

CONTRACTORS TO PROVIDE LETTER(S) AT PERMITTING AND

LC1.1 NOTE: CONTRACTOR TO LATER PROVIDE FORMAL PLAN AT TIME OF PERMITTING.

EXHIBIT 1: HEIGHT ZONE EXAMPLE

Courtesy of The Locust Project, LLC

