

Robert Leeman, AICP
PLANNING AND CODES DIRECTOR

Todd Petrowski
SENIOR CITY PLANNER



Allison Roberts
PLANNER

Caroline Stewart
PLANNER

BRENTWOOD PLANNING AND CODES

REQUEST TO APPEAR BEFORE THE BRENTWOOD BOARD OF ZONING APPEALS

1. Complete an application online:

In order to request appear before the Brentwood Board of Zoning Appeals, you will need to complete an application online at brentwood.onlama.com. Before completing an application, you will need to register for an account if you do not already have an existing account. All applications must be submitted online. Paper copies will not be accepted.

A representative, the applicant or the property owner shall attend the Board of Zoning Appeals meeting at which the case is to be reviewed to address any questions that may arise from the Board.

2024 BRENTWOOD BOARD OF ZONING APPEALS MEETING SCHEDULE	
<u>APPLICATION DEADLINE</u> 4:30PM	<u>MEETING DATE</u> COMMISSION CHAMBERS – 5:30PM
FRIDAY, DECEMBER 15, 2023	TUESDAY, JANUARY 16, 2024
FRIDAY, JANUARY 12, 2024	TUESDAY, FEBRUARY 20, 2024
FRIDAY, FEBRUARY 16, 2024	MONDAY, MARCH 18, 2024
FRIDAY, MARCH 15, 2024	MONDAY, APRIL 15, 2024
FRIDAY, APRIL 12, 2024	MONDAY, MAY 20, 2024
FRIDAY, MAY 10, 2024	MONDAY, JUNE 17, 2024
FRIDAY, JUNE 14, 2024	MONDAY, JULY 15, 2024
FRIDAY, JULY 12, 2024	MONDAY, AUGUST 19, 2024
FRIDAY, AUGUST 16, 2024	MONDAY, SEPTEMBER 23, 2024
FRIDAY, SEPTEMBER 13, 2024	MONDAY, OCTOBER 21, 2024
FRIDAY, OCTOBER 18, 2024	MONDAY, NOVEMBER 18, 2024
FRIDAY, NOVEMBER 15, 2024	MONDAY, DECEMBER 16, 2024
FRIDAY, DECEMBER 13, 2024	TUESDAY, JANUARY 21, 2025

Highlighted and bolded dates are departures from the normal Monday submittal deadlines, and Monday regular meeting dates.

2. Required Documents:

HOME OCCUPATION:	SIGNED CONDITIONS, EXPLANATION OF OCCUPATION.
ACCESSORY STRUCTURE:	PLOT PLAN TO SCALE WITH DIMENSIONS, PHOTO/DRAWING.
VARIANCE:	PLOT PLAN TO SCALE WITH DIMENSIONS, PROOF OF PROPERTY HARDSHIP, PICTURES OF SITE.
SPECIAL EXCEPTION:	PLOT PLAN OF SITE TO SCALE WITH DIMENSIONS, FLOOR PLAN OF STRUCTURE(S) AT ISSUE, COMPLETE DESCRIPTION OF OPERATION (TO THE EXTENT APPLICABLE).
APPEAL:	EXPLANATION, REFERRING TO THE SECTION OF ZONING ORDINANCE IN QUESTION.

3. Information Required:

Home Occupations heard by the Board (one-time \$250 fee)

- Letter formally requesting a Home occupation permit. Include a description of activities; employment and storage conducted in the home; percentage of house space used for the occupation; number of business-related parcel deliveries per week, etc.
- Signed form stating requirements for approval.

Accessory Structures (\$250 fee)

- Provide a description of what the building will be used for; other accessory structures on the property; landscaping to be added; and, what materials will be used for the structure, etc.
- Plot plan of the property showing all lot lines; the location of the existing structure(s) and the proposed structure; the dimensions of the proposed structure; and, the distance of the proposed structure to the nearest lot lines and any existing structure(s). Must be drawn to scale.
- A depiction of the proposed structure's appearance (e.g. drawing, copy of a brochure, photo, etc.).

Variances (\$250 fee)

- Letter formally requesting a variance, including a description of how the encroachment came to be or why it is necessary; a justification based on a topographic situation (floodway, severe slope, boulder, etc.) or other special circumstance; a description of the encroachment (i.e. - the corner of the house is three (3) feet over the side setback).
- Plot plan or site plan showing the lot lines, setback lines, existing structure(s), proposed structure(s), encroachments, and dimensions of the encroachment(s).
- Photo of the encroachment(s) or topographic feature (if applicable).

Bed and Breakfast Operations (\$250 fee)

- Letter formally requesting a Special Exception to allow a Bed and Breakfast operation in a residential zoning district. Include a description of activities; employment and storage conducted in the home; number of business-related visitors per week; number of business-related parcel deliveries per week, etc. Applicant letters shall address requirements found in Ordinance 2001-15 (available upon request).

4. Notification Procedures for BZA Applications:

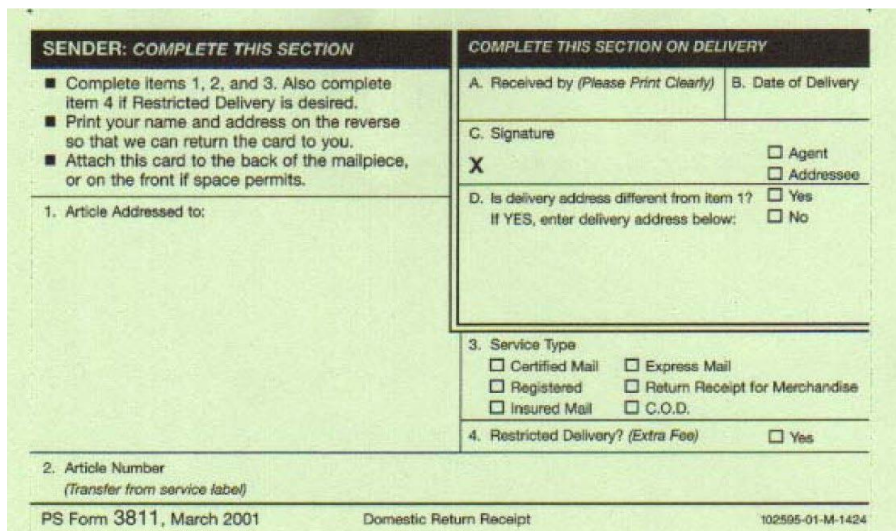
Each applicant shall transmit notice of his/her BZA request to owners of property within 250 feet of the subject property. This list will be provided by the City of Brentwood Planning & Codes Department.

Applicants must use the Certified Mail Services of the United States Post Office to prove that acceptable notices were sent to the property owners no later than ten (10) mailing days prior to the date of the BZA meeting. City staff will provide each applicant with a master copy of the notice to be duplicated and mailed by the applicant. Applicants will use barcoded Certified Mail Receipts used. Green certified mail cards and returned, certified envelopes received by the sender shall be submitted to staff prior to the BZA meeting as proof that notification was attempted, as required.

A U.S. Postal Service Certified Mail Receipt form. The top section is green with white text: "U.S. Postal Service CERTIFIED MAIL RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)". Below this is a green bar with "OFFICIAL USE" in white. The form contains fields for Postage, Certified Fee, Return Receipt Fee, Restricted Delivery Fee, and Total Postage & Fees. There is a section for "Sent To" with fields for Street, Apt. No., or PO Box No., City, State, and ZIP+4. A barcode is visible on the left side of the form.

Above is a representation of a Certified Mail Receipt. These receipts are available at any U.S. Post Office. Keep the receipts for your records so that you may track the notices you send.

Below is a representation of a green certified mail card which is returned to the sender to signify the recipient's acceptance of the notice. Before attaching the card to the envelope, ensure that you have filled out both sides of the card. These cards shall be submitted to City Staff as proof that notification was successful. In some cases, the sender may receive a returned envelope marked "Undeliverable" or "Refused". Please return the envelopes to City Staff in lieu of the green certified mail cards.

A green Certified Mail Card form. The top section is divided into two columns: "SENDER: COMPLETE THIS SECTION" and "COMPLETE THIS SECTION ON DELIVERY". The "SENDER" section includes instructions and fields for "1. Article Addressed to:" and "2. Article Number (Transfer from service label)". The "COMPLETE THIS SECTION ON DELIVERY" section includes fields for "A. Received by (Please Print Clearly)", "B. Date of Delivery", "C. Signature" (with a handwritten "X"), "D. Is delivery address different from item 1? If YES, enter delivery address below:", "3. Service Type" (with checkboxes for Certified Mail, Registered, Insured Mail, Express Mail, Return Receipt for Merchandise, and C.O.D.), and "4. Restricted Delivery? (Extra Fee)". The bottom of the form includes "PS Form 3811, March 2001", "Domestic Return Receipt", and "102595-01-M-1424".