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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.

2025 BRENTWOOD BOARD OF ZONING APPEALS MEETING SCHEDULE	
<u>APPLICATION DEADLINE</u> 4:30PM	<u>MEETING DATE</u> COMMISSION CHAMBERS – 5:30PM
FRIDAY, DECEMBER 13, 2024	TUESDAY, JANUARY 21, 2025
FRIDAY, JANUARY 10, 2025	TUESDAY, FEBRUARY 18, 2025
FRIDAY, FEBRUARY 14, 2025	MONDAY, MARCH 17, 2025
FRIDAY, MARCH 14, 2025	MONDAY, APRIL 21, 2025
FRIDAY, APRIL 11, 2025	MONDAY, MAY 19, 2025
FRIDAY, MAY 9, 2025	MONDAY, JUNE 16, 2025
FRIDAY, JUNE 13, 2025	MONDAY, JULY 21, 2025
FRIDAY, JULY 11, 2025	MONDAY, AUGUST 18, 2025
FRIDAY, AUGUST 15, 2025	MONDAY, SEPTEMBER 15, 2025
FRIDAY, SEPTEMBER 12, 2025	MONDAY, OCTOBER 20, 2025
FRIDAY, OCTOBER 17, 2025	MONDAY, NOVEMBER 17, 2025
FRIDAY, NOVEMBER 14, 2025	MONDAY, DECEMBER 15, 2025
FRIDAY, DECEMBER 12, 2025	TUESDAY, JANUARY 20, 2026

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).

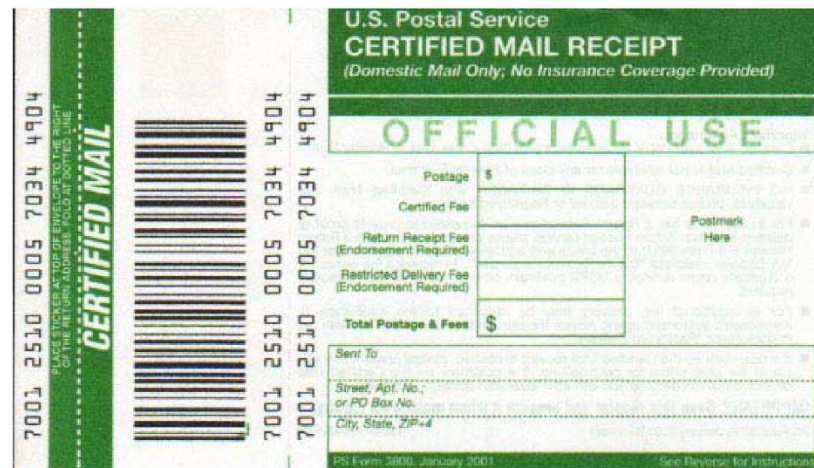
Bed and Breakfast Operations (\$250 fee)

- 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:

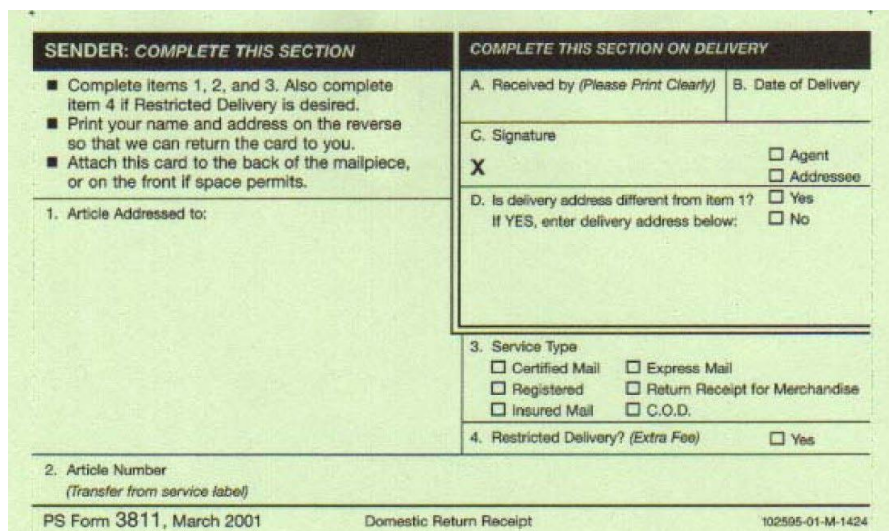
Each applicant shall transmit notice of his/her BZA request to owners of property within 250 feet of the subject property. This list will be provided by the City of Brentwood Planning & Codes Department.

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. It also has a "Sent To" section 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 black with white text: "SENDER: COMPLETE THIS SECTION". Below this are instructions: "Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.", "Print your name and address on the reverse so that we can return the card to you.", and "Attach this card to the back of the mailpiece, or on the front if space permits." The bottom section is black with white text: "COMPLETE THIS SECTION ON DELIVERY". It contains 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, Express Mail, Registered, Return Receipt for Merchandise, Insured Mail, and C.O.D.), and "4. Restricted Delivery? (Extra Fee)". The bottom of the form includes "2. Article Number (Transfer from service label)", "PS Form 3811, March 2001", "Domestic Return Receipt", and "102595-01-M-1424".