



TOWN OF ROSSVILLE, TENNESSEE
Board of Zoning Appeals
Review Application
 360 Morrison St. PO Box 27 Rossville, TN 38066
 (901) 853-4681 (phone) (901) 854-3976 (fax)

DATE: _____

1. Name of Site Plan / Project: _____
2. Site location: A. Street address: _____
 B. Legal description: _____
3. Applicant: _____ Daytime Phone _____ Fax _____ Email _____
 Mailing address: _____
4. Owner(s) of Record: _____ Daytime Phone _____ Fax _____ Email _____
 Mailing address: _____
5. Agent or Representative: _____ Daytime Phone _____ Fax _____ Email _____
 Mailing address: _____
6. Area in acres (each parcel): _____
7. Existing zoning (each parcel): _____
8. Proposed uses: _____

Agent certification:

I hereby certify the above to be true and complete to the best of my knowledge.

 Agent or Representative:

Owner authorization:

I, _____, Owner(s) of the property, hereby authorize the filing of this application.

 Owner(s) signature(s)

Submittal Requirements:

The following information shall be submitted with this application. Except for the completed application form, all information shall be provided on sheets measuring 8½" x 11" unless otherwise noted. Additional information may be required as determined by the Planning Commission and / or Staff:

1. Completed original application form and eleven (12) copies.
2. Cover letter or narrative describing the purpose of the request and eleven (12) copies.
3. Twelve (12) copies of the Site Plan, in accordance with the requirements identified in the Planning Commission Site Plan Review Checklist and other information as may be deemed necessary and appropriate.
4. Twelve (12) copies of the completed Planning Commission Site Plan Review Checklist.
5. Vicinity map of the property, showing the subject property and all parcels located within a three hundred (300) foot radius of the subject property. Each parcel shall indicate owner names and the streets, roads or alleys which each parcel fronts upon.
6. Two (2) sets of adhesive-backed mailing labels and one (1) paper copy of the names and addresses of the owners of each of the parcels located within a three hundred (300) foot radius of the subject property.

NO APPLICATIONS WILL BE ACCEPTED UNLESS THEY ARE SUBMITTED FIFTEEN (15) DAYS PRIOR TO THE BOARD OF ADJUSTMENT MEETING, COMPLETED IN ACCORDANCE WITH THE ABOVE REQUIREMENTS, AND ACCOMPANIED BY THE APPROPRIATE FILING FEE.