



**CITY OF BELLE MEADE  
APPLICATION FOR BOARD OF ZONING APPEALS**

Subject to the provisions of the Code of the City of Belle Meade as they may be amended from time to time, the following general criteria are considered:

APPEAL # \_\_\_\_\_

APPEAL FEE: \_\_\_\_\_

APPLICANT (Owner's Name) \_\_\_\_\_

PHONE # \_\_\_\_\_

APPLICANT EMAIL ADDRESS \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

REQUEST:    SPECIAL EXCEPTION       VARIANCE       CONDITIONAL USE

**REASON FOR APPEAL – Be Specific** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LAND TO BUILDING FLOOR AREA RATIO (F.A.R.)**

**\*FAR IS ALL ENCLOSED COVERED STRUCTURES, MEASURED TO THE OUTSIDE WALLS, AND WILL INCLUDE ATTIC HEIGHT OF 5'6" AND ABOVE, ACCESSABLE OR NOT. DOES NOT INCLUDE BASEMENTS OR GARAGE UNDER HOUSE.**

**Example: .57 acres x 43,560 sq. ft. = 24,829 lot sq. ft. / 24,829 x 12% = 2,979 footprint of house / 24,829 x .225 = 5,586 total house.**

LOT SQ. FT: {                      }	ALLOWABLE	EXISTING	TOTAL CHANGE	NET CHANGE +/-	% OVER
FOOTPRINT 12%					
ESTATE A 8%					

<b>F.A.R. X LOT SQ. FT.</b>					
LOTS <40,000 sq. ft. x .225 =					
LOTS > 40,000 sq. ft. x .196 =					

<b>TOTAL ROOF AREA</b>					
% of Low Slope Roof AREAS <6/12 Pitch 30%					

<b>DRIVEWAY 12%</b>					
<b>DRIVEWAY IN FRONT YARD 22%</b>					
<b>FRONT YARD SQ. FT.</b>					

<b>HARDSCAPE 8% OF LOT</b>					
<b>HARDSCAPE + POOL 8%</b>					
<b>POOL 2% OF LOT TOTAL</b>					
<b>***ACCESSORY AREA</b>					

**\*\*\* COMBINATION OF POOL/TERRACE, DECK, TENNIS COURT, OTHER ACCESSORY STRUCTURES OR USES SHALL NOT EXCEED 15%**

Continued on the next page

**Complete Check List**

- Plot plan 1 inch = 30 feet "Show Magnetic North"     Show proposed structure shaded with setbacks (building envelope)
- Show neighbor's house & measurements to it     Show all detached structures with elevations
- Landscape design     Survey of lot, lot square feet with contours, average natural grade
- Building envelope *highlighted*     Show all elevations, existing grade, finished grade, FFE's
- Highlight coverages in grade change (Inside building envelope 6% of the lot up to 48 inches), (Outside building envelope 4% of lot up to 36 inches), (20 ft. off property line up to 24 inches). Does not include grade changes needed for the foundation.
- Submittal, along with appeal fee **15 days** prior to the third Tuesday of the month.

**\*MANDATORY** – Clearly highlight the areas that will be discussed in a bright color on the plans.    **INITIAL** \_\_\_\_\_

What special circumstances or conditions, applying to the building or land in question, are peculiar to such building or land, and do not apply generally to other buildings or land in the vicinity (including size, shape, topography, location or surroundings, trees?)

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Was the condition from which relief is sought a result of action by the applicant? (i.e., self-imposed hardship such as: (converted existing garage to living space and now seeking a variance to construct a new garage in a required setback?)

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How would the granting of this variance be consistent with the purpose and intent of the Zoning Regulations?

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**SIGNATURE:** \_\_\_\_\_ (Owner/Agent)    **DATE:** \_\_\_\_\_

**Submit all information, plans & application via email PDF to:** [lpatterson@citybellemeade.org](mailto:lpatterson@citybellemeade.org)

**BZA meets the third Tuesday of each month @ 5:00 p.m.  
Cut off for submittal is 15 days prior by 12:00 p.m., no exceptions.**