



**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, ACCESSIBLE OR NOT. THIS DOES NOT INCLUDE BASEMENT 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%					

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

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

DRIVEWAY 12%					
DRIVEWAY IN FRONT YARD 22%					
FRONT YARD SQ. FT.					

HARDSCAPE 8% OF LOT					
HARDSCAPE + POOL 8%					
POOL 2% OF LOT TOTAL					
*** ACCESSORY AREA					

**\*\*\* 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 neighbor’s house & measurements to it
- Landscape design
- Building envelope *highlighted*
- 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 the first Friday the month prior to the month of the scheduled hearing date.
- Show proposed structure shaded with setbacks (building envelope)
- Show all detached structures with elevations
- Survey of lot, lot square feet with contours, average natural grade
- Show all elevations, existing grade, finished grade, FFE’s

**\*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?)

---

---

---

Is the request for a variance the result of a self-induced hardship by the applicant?

---

---

---

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

---

---

---

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

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

**BZA meets the third Tuesday of each month @ 5:00 p.m.**  
**Submittal deadline is the first Friday of the month prior to the month of the scheduled hearing date.**