



Request for Variance to City Ordinance

City of Millington
7930 Nelson Road
Millington, TN 38053
(901) 873-5701

Development Name: _____

Development Location (Address): _____

Variance Request and Reason: _____

****Attach a page if necessary***

Owner/Developer Contact: _____ Phone: _____

Company Name: _____ Email: _____

Address: _____

Applicant Contact: _____ Phone: _____

Company Name: _____ Email: _____

Address: _____

Submitted by: _____ (printed name) _____ (signature) _____ (date)

Attach a completed **“Request for Variance Checklist”** and all items therein.

Include fee with this application. **Check payable to the City of Millington.** Fee is \$300.00

To be on the agenda and to be heard by the Board of Zoning Appeals for review and recommendation, an application **must be submitted 30 days prior to the meeting.** Check the meeting calendar posted online. Incomplete applications will not be **NOT** be placed on the Board of Zoning Appeals agenda.



Checklist for Variance Request

Plot Plan and Legal Description

(each parcel, if more than one)

- Plot Plan, drawn to scale, showing the following information for each parcel (several parcels may be included in one sheet):
 - Adjoining public street R.O.W.
 - Area (acres)
 - Present zoning
 - Request variance
 - Other pertinent information as required through staff consultation
- Legal description (may be attached to plot plan)
- One electronic PDF copy
- 2 folded copies

Vicinity

- Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 500-foot radius. Every parcel shall indicate owner's name & the streets, roads, or alleys that each parcel fronts upon

Property Owners

- List all property owners within 500 feet of property requesting to be rezoned
- Self-adhesive mailing labels of property owners from above described list

Sign to be Erected

The party requesting the rezoning must place a 4'X4' sign on the property at least fifteen days before the public hearing at the Board of Zoning Appeals level.

The location of the sign is subject to approval.

The sign shall clearly state:

- The existing & proposed variance requested
- The name, address, and phone number of the party requesting the rezoning
- The time and date of the public hearing
- The telephone number of the Millington Planning Department (901)-873-5701

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