

CITY OF OAK HILL - 'BOARD OF ZONING APPEALS' PROCESS & SCHEDULE

Pre-Application Meeting (Prior to BZA Submittal Deadline)

- Applicant is required to meet with Building Official in **Pre-Application Meeting**
 - Building Official explains City requirements, determines viability for BZA, and confirms applicable fees.

BZA Submittal Deadline (4th Tuesday before BZA Meeting)

- **Official Submission Deadline is 4th Tuesday before BZA Meeting**
 - Applicant submits all required information to Building Official [**NO SUBMISSIONS WITHOUT CITY-APPROVAL IN PRE-AP**]:
 - Application for BZA (email or deliver with plans)
 - Fee(s) for either *Residential* applicants or *Conditional Use Permit (CUP)* holders [*mail or hand-delivery*]:
 - Residential Presentation Fee: \$250
 - CUP Fees for BZA:
 - CUP Presentation Fee: \$250
 - CUP not including impervious surface: \$1000
 - CUP including impervious surface: \$4000
 - CUP Plan Review Fee for modifications: \$100/hr.
 - Only checks are accepted – make payable to “City of Oak Hill” and designate as “BZA”.
 - CUP cases may be required to submit to both BZA and PC, but CUP fees will only be assessed once.
 - Electronic Plans
 - Email or deliver 1 electronic version (disk or flash drive) of all plans/documentation to Building Official, to be used in BZA presentation. Email to code.officer@oakhilltn.us
 - Hard Copies of Plans
 - 7 hard 11”x17” copies
 - 7 hard copies of any supporting documentation
 - **NOTE: AT SUBMITTAL, THE NATURE AND SCOPE OF THE APPLICANT’S VARIANCE-REQUEST OF THE BZA MUST BE ACCURATELY DEFINED AND SHOULD NOT CHANGE AFTER THIS SUBMISSION, SINCE THE PUBLIC WILL BE NOTIFIED BY MAIL OF THE SPECIFIC VARIANCE-REQUEST TWO WEEKS PRIOR TO THE BZA MEETING.**

Public Notice Mailings & Website-Posting (Min. 10 days before BZA Meeting)

- Building Official reviews the submitted plans to confirm the scope and nature of the final variance-request of the project.
- Building Official coordinates with applicant to ensure consensus of scope and nature of the final variance-request.
- Building Official mails out public notice of BZA meeting (*min. 10 days prior to BZA meeting*) stating proposed variance-request.
- Building Official posts PUBLIC MEETING NOTICE sign on subject property min. 10 days prior to BZA meeting.
- City posts BZA Meeting Agenda on City website stating proposed variance-request.

Preliminary BZA Review (1 week before BZA Meeting)

- On 1st Tuesday before BZA Meeting, Building Official sends all final project information to BZA member for review in preparation for BZA meeting.
 - **NOTE: NO PLANS/DOCUMENTATION WILL BE ACCEPTED PAST THIS DATE FOR INCLUSION IN THE BZA MEETING.**

BOARD OF ZONING APPEALS MEETING – 6:00pm – City of Oak Hill Meeting Room (*3rd Tuesday of every month*)