

Application Procedures & Submittal Requirements for  
**Board of Zoning Appeals/ Variance**

***Knox County Code Administration & Inspection***

Phone: (865) 215-2325

Fax: (865) 215-4255

SCOPE: To modify the application of the Zoning Ordinance.

**ITEMS TO BRING TO APPLY**

1. Map and parcel number from tax notice or you may call the Property Assessor's Office at 215-2360.
2. Site plan (8 ½ x 11) showing where you need the variance.
3. A letter from the property owner giving permission for the applicant to apply for the variance (needed only if owner is not applicant).
4. A fee of \$200.00 payable to Knox County Code Administration must be submitted at time of application.

**VARIANCE PROCESS**

1. Deadline: The Monday (10 days prior to the BZA meeting date) of every month at noon (12:00pm). No exceptions will be made if application is made after 12:00pm.
2. Meeting date: The 4<sup>th</sup> Wednesday at 1:30pm in the main Assembly Room.
3. Holidays may vary deadlines and meeting dates.
4. Representation must be present at the meeting before the variance will be heard.
5. A variance sign will be posted one week prior to meeting date.

*Note: If you do not have all items needed to apply – application will not be processed.*