

TOWN OF COLLIERVILLE

Board of Zoning Appeals (BZA) Appeal of Staff Decision Checklist

Planning Division
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COVER LETTER: The Board of Zoning Appeals (BZA), in addition to the power to grant variances, can hear appeals related to staff decisions. Such decisions are based on decisions that the staff has made in interpreting/enforcing provisions of the Zoning Ordinance. Different from a variance, the BZA must decide if the staff acted incorrectly or improperly rather than determine if there is a “hardship”. In order to make a fully-informed decision, the BZA must have sufficient information from both the staff and the applicant to prove their respective cases. The applicant is encouraged to provide any explanations or exhibits to support their argument and for inclusion in the staff report. The BZA will find that the decision was made correctly or incorrectly based upon the evidence and testimony presented.

COVER LETTER: At a minimum, a cover letter for an appeal of a staff decision should include the following:

- Address of the subject property
- Current property owner
- Current Zoning
- Size of subject property
- Exact citation of the provision of the zoning ordinance being interpreted by staff that resulted in the decision
- When the staff decision was made. How the staff decision was conveyed to you (letter, email, etc.).
- Description of the facts of the decision that was made by staff and why you are filing an appeal.
- What effect, if any, that the BZA overturning the staff’s decision would have on adjoining streets or public or private property.

SUPPLEMENTAL EXHIBITS: Supplemental exhibits can be helpful to the staff, BZA, and public in understanding the applicant’s reasons for requesting the appeal. Such exhibits typically include surveys, drawings of proposed structures, copies of the “plot plan” or site plan from when a structure was built (often on file in the Development Department), aerial photographs, recent site photographs, example images of similar structures, and letters from neighbors.

PUBLIC NOTICE: The Town of Collierville will mail postcard notices in advance of the BZA meeting. Address labels will be furnished by the Town. The Town will also publish notices of the public meetings in a local newspaper and on the Town’s website. The applicant is not responsible for public notices.

Submittal Requirements for a BZA Appeal of Staff Decision

Staff & Public Review Phases:

- Completed General Application Form/Route Slip (see Preapplication Conference notes for how to complete form) – One (1) Copy
- Disclosure of Interest Form (if applicable) – One (1) Copy
- Electronic version of the entire submittal package (PDF Format)
- Cover Letter (see required content left) – two (2) copies
- Supplemental Exhibits, as applicable – two (2) copies
- Review Fee: \$200
- Other Information that was specifically requested at the Preapplication Conference

Post-Approval Phase: Varies based on the specific request. Consult the “Next Steps” in the approval letter.



Town of
Collierville
Permit & Application Center

Consider Applying Online or Using Dropbox: Planning-related permits/development applications can be submitted through the online Permit & Application Center. This solution will allow you to upload PDF versions of the plans and documents, track the status of the permit/application, and much more! If you pay fees online there will be a 3.5% convenience fee. Otherwise, you can mail a check to Town Hall noting the case number and project. See this checklist for what needs to be uploaded. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville> In most cases, paper copies will still be needed of application materials in addition to PDFs submitted online. To avoid coming into Town Hall, feel free to use the green “Development Department Dropbox” on the east side of Town Hall next to the Codes Division entrance. To be able to check on the status of your application and upload PDF revisions later, you will need a “Contractor Code” number that will be assigned when you apply for the first time. For those that submit to the Town often, you will use the same contractor code for all new applications. Please direct questions about submitting online Planning-related applications to planning@colliervilletn.gov or 901-457-2300.