

**TOWN OF COLLIERVILLE**  
**Board of Zoning Appeals (BZA)**  
**Appeal of Administrative Decision Application Checklist**



Planning Division  
 500 Poplar View Pkwy  
 Collierville, TN 38017

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 Website: [www.collierville.com](http://www.collierville.com)

<b>Project Name:</b>		<b>Requested Mtg. Date:</b>	
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**BZA Appeal of Administrative Decision Application Checklist:** The following information shall be submitted along with the application form. *Please check as submitted.*

**General Information:** *(The below documents may be found on the Town website.)*

- Completed Project Application Form
- Common Submittal Requirements: all information listed in the common submittal document must be submitted.
- Project Acknowledgement
- If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership form

**Appeal of Administrative Decision Information:**

Provide a cover letter with your application that addresses each of the following:

- The exact citation of the code(s), ordinance(s), or regulation(s) being interpreted by staff that resulted in the decision.
- Description of the facts of the decision that was made by staff and why you are filing an appeal.
- What effect, if any, that granting this variance would have on adjoining streets or public or private property.

**BZA Consideration of an Appeal of an Administrative Decision:**

In order to make a fully-informed decision, the Board 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 Board will find that the decision was made correctly or incorrectly based upon the evidence and testimony presented.