ZONING COMPLIANCE APPLICATION & INSTRUCTIONS

FOR NEW AND REPLACEMENT SINGLE FAMILY DWELLINGS

Below are the steps you complete to submit your application:

1. Please fill in all areas of the application.

2. A basic dimensioned drawing that shows the property lines, the road, the driveway, where you are placing or replacing the home or additional dwelling unit on the property. Dimensions are REQUIRED.

3. **If you are on a STEP system**, please check this at the top of the application where it is referenced.
   If you are on septic system, please check this at the top of the application where it is referenced. A copy of your septic completion document from the TDEC office is required. See application for TDEC website. If you need assistance with this process, please call 615-687-7000.

4. If you have not hired anyone or are doing the work yourself, please write not decided or Self on the Contractor/Installer line.

5. Attached you will also find the Land Disturbance Permit application and the EPSC form. Please fill these out completely and turn them in with your zoning compliance form.

6. Please bring the application to the counter to be reviewed by an administrative assistant. Your payment for your Zoning Compliance application will be taken at this time. We will contact you for payment of your Land Disturbance after it is approved and processed. We accept card, check or cash. If you use a card for payment, there is a 2.5% fee. No refunds will be issued for any reason.

7. After your application has been reviewed and approved, (this takes approx. 3 business days, possibly more if engineering approval is needed or other issues arise) we will contact you via e-mail. This will include your completed paperwork which will also be sent to Building Codes. You will then reach out to them to continue to the building permit process. You can reach them at 615-898-7734 with any questions regarding the process. If you haven't received an email within 3-4 days, **please check your spam**.

Zoning Compliance Approval is valid for six months (180 days) after initial approval. After this period, the certificate will expire. If no further action has been taken at this time, you will need to pay the Zoning Compliance fee again for re-approval.

STATE OF TENNESSEE

DEPARTMENT OF ENVIROMENT AND CONSERVATION

REQUIRED DISTANCES FROM SEPTIC TANK AND ABSORPTION FIELD (FIELD LINES) IN FEET:

	SEPTIC TANK	**FIELD LINES**
WELLS OR WATER SUPPLY	50 FEET	50 FEET
DWELLINGS W/O BASEMENT	5 FEET	10 FEET
DWELLINGS WITH BASEMENT	15 FEET	25 FEET
PERMANENT OUT BUILDINGS	5 FEET	10 FEET
PROPERTY LINES AND EASEMENT BOUNDARIES	10 FEET	10 FEET
GULLIES, RAVINES, DRY STREAM BEDS, DRAINAGE WAYS, SINKHOLES, STREAMS, AND CUT BANKS	15 FEET	25 FEET
HOUSE TO TANK CONNECTIONS	N/A	10 FEET
SEPTIC AND DOSING TANKS	N/A	5 FEET
ABOVE-GROUND POOLS (NO CUTTING OF SOIL OVER 1 FOOT TO LEVEL SITE)	5 FEET	10 FEET
ABOVE-GROUND POOLS (OVER 1 FOOT OF CUT NEEDED TO LEVEL GROUND)	15 FEET	25 FEET
IN GROUND OR SEMI-IN-GROUND POOLS	15 FEET	25 FEET
PERMANENT ABOVE-GROUND STRUCTURES (I.E. WITH FOUNDATION)	5 FEET	10 FEET
TEMPORARY STRUCTURES (I.E. NO FOUNDATION)	5 FEET	10 FEET
UTILITY LINES	10 FEET	10 FEET

ALL OF THESE CONDITIONS CAN AFFECT THE USEABLE SOIL AREA ON YOUR PROPERTY FOR PRIMARY OR SECONDARY SEPTIC SYSTEM.

THESE CONDITIONS COULD AFFECT THE RE-FINANCE OR RE-SALE OF YOUR HOME.

RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION
One South Public Square, Room 200, Murfreesboro, TN 37130
Website: www.rutherfordcountytn.gov | OFFICE 615.898.7730

You can submit via e-mail to zoningcompliance@rutherfordcountytn.gov

Payment must be paid at the time of submitting the application. Please call our office to make your payment or bring payment to our office with the application.

No refunds will be given for any reason.

PLEASE ALLOW UP TO THREE (3) BUSINESS DAYS TO PROCESS YOUR APPLICATION

ZONING COMPLIANCE APPLICATION
REQUIRED INFORMATION

$250 FEE* - New Home, ADU, or Livable (Heated & Cooled) Additions or Accessory Structures
$150 FEE* - All Non-Livable Additions, Structures, or Swimming Pools
+ $5 FEE - Per New Address Assigned (if needed)
+ $600 FEE - Land Disturbance Fee (for new house or ADU)

***Note that the Zoning Compliance Certificate is valid for six months (180 days) after initial approval. After expiration, the review fee will need to be paid again to receive re-approval if no action has been taken to begin construction.**

☐ A dimensioned sketch drawing showing the following features must be provided:
- Lot lines
- Building footprints of all existing and proposed structures
- Distances of structures to property lines

Check one of the following two boxes for sewage disposal:

☐ Property is on a septic system. A SSDS/septic completion letter or permit from TDEC, Division of Water Resources is required. This information can be found at https://tdec.tn.gov/filenetsearch

☐ Property is on a STEP system or sanitary sewer (TDEC septic letter not required)

☐ Check here for new house, accessory dwelling unit (ADU) or conversion of ADU: A Land Disturbance Permit is required

PLEASE COMPLETE THE FOLLOWING
CIRCLE THE E-MAIL/PHONE NUMBER OF THE PRIMARY CONTACT FOR THIS PROJECT

Property Owner	**Phone Number**	**E-Mail Address**	
Property Address ☐ New Address Needed	**City**	**State** Tennessee	**Zip**
Mailing Address (if different)	**City**	**State**	**Zip**
Contractor/Installer	**Contractor's/Installer's Phone Number**		
Contractor/Installer E-Mail			

Size of proposed structure(s) or addition (square feet)	**Describe what you are building (e.g. a new stick-built home, manufactured home, addition, Dutch barn, pool, etc.)**

Properties in the 100-year FEMA floodplain will require minimum pad and/or floor elevations. Properties with identified flooding issues outside the 100-year floodplain may also require them.

FOR OFFICE USE ONLY

Tax Map	Group	Parcel	Lot Size	Zoning	Subdivision/Section	Lot #	Receipt #	Date	Initials

Accessory Structures Zoning Requirements
Section 1101 D of the Rutherford County Zoning Ordinance

Size

- The maximum allowed size of all accessory structures, excluding swimming pools, is based on the acreage of the parcel. See table below.

Size of Parcel	Total combines square footage for all detached accessory structures
1 acre or less	2,000 square feet
More than 1 acre	5% of Lot Area

- Square footage measurement of an accessory structure shall include the entire structure, including any expandable areas accessed by a formal staircase (i.e. bonus rooms on a second floor) finished or unfinished.
- The district maximum lot coverage may not be exceeded.

Location

- Accessory structures must be located inside or rear yards a minimum of 5 feet from the property lines (For corner lots and rear yards abutting a public street see section 1101 I and J of the Rutherford County Zoning Ordinance).
- Accessory structures are only allowed in the front yard if the principal structure is setback more than 60 feet from the front property line.
- Accessory structures must be setback a minimum of 10 feet from the septic tank and the septic field lines areas.
- Accessory structures must not encroach in any drainage easement or in the vision triangle.

Additional Standards

- No accessory structure may be approved before the principal structure is built without special exception approval by the Board of Zoning Appeals.
- No accessory structure shall exceed the height limitation for the zoning district which is typically 35 feet.
- Restrictive covenants/deed restrictions may differ from the zoning requirements. The applicant is responsible for knowledge of these covenants/restrictions.

Swimming Pools (if applicable)

- In-ground swimming pools have additional setbacks from septic tanks and field lines. In-ground pools must be setback 25 feet from field lines and 15 feet from the septic tank.
- The County Building Codes Department also has various regulations regarding swimming pools and should be consulted before purchasing or installing a pool on your property.

Rutherford County Government
Stormwater Department

Land Disturbance Application

Payment must be paid after approval of the Land Disturbance application. A member of our administrative staff will email you once it is approved with a request for payment. **No refunds** will be given for any reason.
Fees: $600 for an individual lot / $1,000 base fee + $250 per acre for commercial sites

Site Name:			**Lot Range:**	
☐ **Subdivision** ☐ **Site Plan** ☐ **Clearing of Vacant Land** ☐ **Utility/Road Project** ☐ **Ag** ☐ **SFD** ☐ **Other**				
Street Address/ Location:			**Tax Map:**	
City:	**ST:**	**Zip:**	**Parcel:**	
Site Description:			**Acres of Site:**	
			Acres Disturbed:	
			NPDES Permit #	

Site Owner / Developer:			
Contact Name:	**Title:**		
Address:	**City:**	**ST:**	**Zip:**
Phone :	**Email:**		

Owner/Developer Certification

I hereby certify that I have read and examined this application and know that the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating the performance of land disturbance.

_____ _____ _____
Print Name Signature Date

Contractor:			
Contact Name:	**Title:**		
Address:	**City:**	**ST:**	**Zip:**
Phone :	**Email:**		

Contractor Certification

I hereby certify that I have read and examined this application and know that the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating the performance of land disturbance.

_____ _____ _____
Print Name Signature Date

Office Use Only				
Permit Fee:	**Received By:**	**Permit #**	**Receipt #**	**Date:**

The Land Disturbance permit is valid for 18 months after the date of issuance.
A new Land Disturbance fee will be required after the expiration date.

EROSION PREVENTION & SEDIMENT CONTROL (EPSC) PLAN FOR SMALL LOTS DISTURBING <1 ACRE

Land Disturbance #. _____ A building permit WILL NOT BE ISSUED until this form is filled out completely.

•The builder is the single responsible party for the proper implementation of an EPSC associated with a lot. This includes the responsibility for the actions/inactions of employees, subcontractors, and/or suppliers

• The builder is responsible for preventing mud, sediment, debris, dirt, rock and other matter from entering the street. In the event that these materials enter the street, they should be removed immediately to prevent tracking by vehicles and/ or washing by rain.

• The temporary construction exit should be maintained as necessary to provide a clean stable area off the street for access, parking, storage, delivery, etc.

• From time to time, EPSC measures may need to be removed temporarily to allow completion of construction activities. (i.e. removal of silt control barrier to allow the completion of water and sewer connections or finished grading of the lot for seeding or sodding.) In these instances, the measures may be removed temporarily but must be replaced at the end of the construction activity or at the end of each workday if more than one day is needed.

• A builder or homeowner cannot modify the County's storm water management system including the pipes, inlets, area drains, ditches and related elements typically within the street or within a drainage easement without the prior written approval of the County Engineer or designee.

•Drainage easements and ditches should remain free of stockpiled soil, sediment, mud, construction materials/waste, etc. at all times.

•Utilize downspout extenders as soon as gutters and downspouts are installed to divert roof drainage away from exposed soils and to stable areas such as street driveway, sidewalk, or vegetated area.

• Sediment, mud, paints, chemicals, debris, concrete wastes/exposed aggregate washdown, construction wastes and similar materials should not be "washed down" to the street or county storm water management system. This includes final cleanup of the lot. The use of pressure washers and other types of wet cleaning are strongly discouraged and are illicit discharges if the activity produces a discharge to the stormwater management system.

• Temporarily or permanently stabilize bare soil areas and soil stockpiles as soon as practical when the area is inactive or has reached finished grade.

• Preserve vegetated areas as long as practical or permanently if possible. Limit clearing to the minimum necessary to accomplish construction.

• Restrict vehicle (construction and street) access to lots to the construction exit area. Access restriction can be enchanced by the use of temporary construction fencing or other barriers.

• Discourage vehicles traveling across lot areas to allow only those absolutely necessary to complete construction. Temporary barriers such as berms or temporary fences may be effective in discouraging these types of activities.

• Correct deficiencies within 72-hour period. Failure to correct EPSC deficiencies may result in delayed inspections, notices of violation, citations, fines, penalties, and/or stop work orders.

• Install additional EPSC measures if sediment is leaving your site. Failure to contain sediment to your site may result in delayed inspections, notices of violation, citations, fines, penalties, and/or stop work orders.

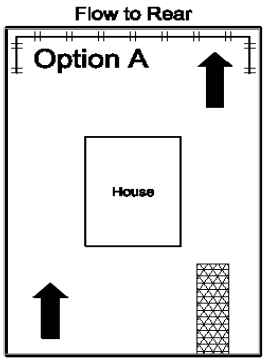
EROSION PREVENTION & SEDIMENTATION CONTROL (EPSC) PLAN OPTIONS FOR BUILDING PERMITS

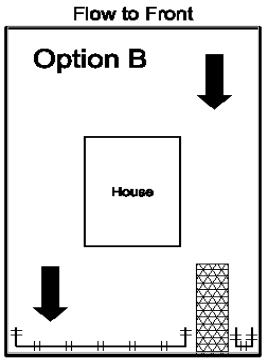
INSTRUCTIONS: Identify one or any combination of letters for the EPSC schematic that best describes the measures that will be used on this property during construction. If Options A-F do not adequately reflect site conditions, add flow lines and EPSC measures to Option G, as appropriate.

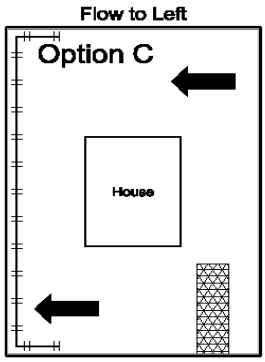
* Front barrier required on all lots to encourage use of contruction entrance (silt fence, snow fence, etc.)*

Legend

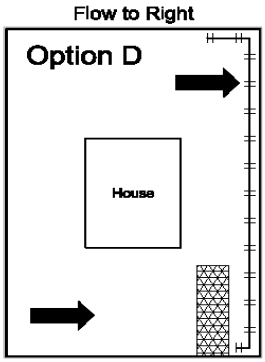
Sediment barrier, such as silt fence or straw wattles.
Stabilized construction entrance
Direction of Flow (points downhill)

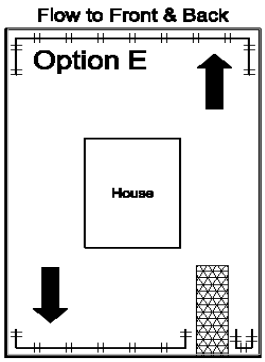


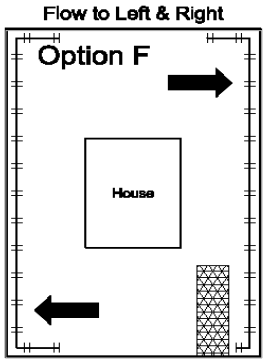


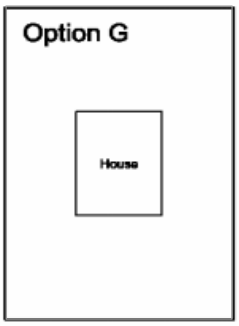


If Options A-F do not adequately reflect site conditions, add flow lines and EPSC measures to Option G, as appropriate.









Please choose the most appropriate answer. For single-family residential sites affecting <1 acre

The most appropriate EPSC plan, is option ___ or a combination of options ____ & _____.

Rutherford County requires **water quality buffers** along all streams, wetlands, ponds and other water bodies within the County's jurisdiction.

Are water quality buffers required on this site? ☐ Yes ☐ No If yes, locate the water feature and the associated buffer on the option chosen.

Failure to contain sediment to your site may result in delayed inspections, notices of violation, citations, fines, penalties, and/or stop work orders.

Inspectors may require more EPSC measures on site during construction.

The undersigned hereby certifies that he/she has read this form in its entirety and is aware of the stated requirements of the Rutherford County Stormwater Management Ordinance. The owner must comply with all regulations and policies provided in these documents.

_____

Applicant's Signature Applicant's Printed Name Date