



## Frequently Asked Questions

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1. What is the process for having my property **annexed** into the City of Morristown?

To begin the annexation process, you must first submit an application to the Planning Commission through the Department of Community Development. Once this request is received, the Planning Department will determine how much of an area should be included in the proposed annexation (a request for your property may also affect adjoining property owners). Next, a survey will be conducted to determine the level of interest of all property owners being considered and other City staff will study the feasibility of the annexation (can sewer be provided, etc.). If annexation is a real consideration, it will be presented to the Morristown Regional Planning Commission for review. If it is approved by the Planning Commission it will then proceed to City Council for two readings. Public notices are made for all proposed annexations and there is opportunity at both Planning Commission and City Council meetings for citizen's comments. For more information on annexation, please read the Citizen Information Bulletin provided on the Planning Department web page.

2. How do I close a **right-of-way** or **alley**?

Begin by submitting an application to the Planning Commission through the Department of Community Development. You will need to provide a professional survey of the area being considered and written approval from all adjoining property owners. The request will be reviewed first by the Morristown Regional Planning Commission and, if approved, the Morristown City Council. This will require two readings by the City Council and the appropriate public notices will be posted. If the right-of-way or alley is closed, there will be additional legal work on your part with respect to filing deeds, etc. City staff can instruct you on how to best handle this process.

3. How do I change the **zoning** classification for my property?

Begin by submitting an application to the Planning Commission through the Department of Community Development. The application will ask for specific property information such as tax map and parcel numbers, the current zoning, etc. There is a \$100.00 fee due upon filing the application. You may also be asked to provide a site plan and other information pertinent to the request. A sign will be posted on the property to notify the general public. Rezoning requests are first reviewed by the Planning Commission. If it is approved by the Planning Commission it will then proceed to City Council for two readings. Public notices are made for all proposed rezoning and there is opportunity at both Planning Commission and City Council meetings for citizen's comments.

4. What is the process for **subdivision** approval?

Minor subdivisions dividing one lot into two or two lots into one are approved "in-house" by planning staff and do not require approval from the Morristown Regional Planning Commission. Major subdivisions of two lots or more must go through a process that includes preliminary plat approval, final plat approval and review by the Morristown Regional Planning Commission. The complete approval process along with plat requirements can be found in the [Subdivision Regulations](#).

5. What is a **use on review** and how do I gain approval?

Each zoning classification (R-1, IB, etc.) outlines uses permitted within that area. Also outlined are "uses permitted on review". These are uses that may or may not be compatible to the area, so each request must be reviewed within its own context. To request a use on review approval,

begin by submitting an application to the Board of Zoning Appeals through the Department of Community Development. The application will ask for specific property information such as tax map and parcel numbers, the current zoning, proposed use, etc. There is a \$50.00 fee due upon filing the application. You may also be asked to provide a site plan and other information pertinent to the request. A sign will be posted on the property to notify the general public. The Board of Zoning Appeals will then review the request at the next available scheduled meeting.

6. What is the process for obtaining a **variance**?

Begin by submitting an application to the Board of Zoning Appeals through the Department of Community Development. The application will ask for specific property information such as tax map and parcel numbers, the current zoning, etc. It will also ask for specific details as to why the variance is being requested (topography, lot shape, etc.). There is a \$50.00 fee due upon filing the application. You may also be asked to provide a site plan and other information pertinent to the request. A sign will be posted on the property to notify the general public. The Board of Zoning Appeals will then review the request at the next available scheduled meeting.

7. If I am building a new home within the city limits, do I need to submit a **residential site plan**?

Yes. A site plan with the required information will need to be submitted to the Building Inspections Department for review. A checklist of site plan requirements and a sample residential site plan are available on the Planning Department website. For more information please contact the Building Inspections Department at (423) 585-4613.

8. How do I obtain a **sign permit**?

To erect a new sign or modify or relocate an existing sign, a permit must first be obtained from the Building Inspections Department. You will need to fill out a sign permit application, provide a drawing or photo of the sign to be erected and pay a permit fee. For more information please contact the Building Inspections Department at (423) 585-4613.