

## Planning and Zoning Schedule

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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# Planning and Zoning Schedule

Reference Number:  
MTAS-692

<b>PLANNING and ZONING RECORDS RETENTION SCHEDULE</b>		
<b>Description of Record</b>	<b>Retention Period</b>	<b>Legal Authority/Rationale</b>
<b>L-1. Board of Zoning Appeals Action.</b> Application or documentation for hearing and decision before Board of Zoning Appeals.	Application – 1 year after the application. Disapproval – 1 year after action. Approved Action – permanent record.	Statute of Limitations. Variance runs with land.
<b>L-2. Minutes of Commissions and Boards.</b> Recorded minutes of the planning commission and board of zoning appeals. All recorded actions of planning commission and board of zoning appeals, including records of members present and their voted on matters presented, the nature and results of votes.	Permanent record.	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
<b>L-3. Plan and Plat Records.</b> Drawings and blueprints of farms, subdivisions, cemeteries, city lots, and street improvements, showing name of subject, date of drawing, boundaries, scale used, location, name of engineer making survey, name of draftsman, and certificate of registration.	Permanent record.	Could have bearing on land title.
<b>L-4. Reports/Recommendations of the Planning Commission to the Governing Body.</b> All transmittals to governing body with recommendations regarding zoning, annexations, etc.	Permanent record.	Keep for historical purposes.
<b>L-5. Request for Zoning Change.</b> Request for permanent change to zoning map.	Retain for 5 years.	Appeals.
<b>L-6. Studies and Reports of the Planning Commission.</b> All studies and reports, including comprehensive plans, future facilities plans, etc.	Permanent record.	Keep for historical purposes.
<b>L-7. Subdivision Regulations.</b>	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.
<b>L-8. Zoning Map and Ordinance.</b>	Permanent record.	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

Source URL (retrieved on 01/25/2021 - 6:36am): <https://www.mtas.tennessee.edu/reference/planning-and-zoning-schedule>

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