



## ELECTRONIC PLAN PROCESS FOR BZA ITEMS

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BEGINNING: LOGIN TO THE IDT SYSTEM: <https://franklin.contractorsplanroom.com/secure>

- IF YOU DO NOT HAVE AN ACCOUNT → REGISTER OR SIGN IN (ORANGE LINK IN CENTER OF WEBPAGE)
- IF YOU DO HAVE AN ACCOUNT → SIGN IN
- Choose the Board of Zoning Appeals application. There are two types of BZA applications, a variance or administrative appeal.
- The Applicant will be presented with the checklist of required information.
- A pre-meeting with staff is required before a submittal can be accepted.
- Upload the submittal documents required by the checklist.
- Confirm that your submittal process is complete.
- You may pay your fee online or bring in a check to the Planning & Sustainability Dept, Suite 133 at City Hall. (109 3<sup>rd</sup> Ave. S) 5- paper copies are also required of your submittal.

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### >>>THINGS TO KEEP IN MIND<<<

- IF YOU EXPERIENCE PROBLEMS OR ISSUES WITH YOUR SUBMITTAL, CLICK “SUPPORT” ON THE TOP OR BOTTOM MENU AND THEN CLICK THE “LIVE CHAT ONLINE” BUTTON ON THE LEFT SIDE OF THE IDT WEBPAGE OR SUSAN COLEMAN ([susan.coleman@franklintn.gov](mailto:susan.coleman@franklintn.gov))