



**MEMO To:** City of Spring Hill Commercial/Industrial Site Plan Applicants

**Subject:** Planning Commission/Board of Mayor and Aldermen Approval Process

Included in this commercial/industrial site plan application package are the following documents:

- Commercial/Industrial Site Plan Application
- Commercial/Industrial Site Plan Application Checklist
- City of Spring Hill Meeting Calendar

The steps that the applicant must follow for plan approval are as follows:

1. Pre-application Conference with staff
2. Submit application and associated fees along with sketch plan no later than twenty-one (21) days prior to the desired Planning Commission meeting
3. Attend the Planning Commission Work Session
4. Address comments received from Planning Commission at Work Session and re-submit sketch plan by 12:00 P.M. on the Wednesday following the Work Session
5. Planning Commission public hearing and regular meeting held to take action on the sketch plan
6. Submit site plan to Planning Commission
7. Attend the Planning Commission Work Session
8. Address comments received from Planning Commission at Work Session and re-submit site plan by 12:00 P.M. on the Wednesday following the Work Session
9. Planning Commission public hearing and regular meeting held to take action on the site plan

**PLANNING COMMISSION**  
**COMMERCIAL/INDUSTRIAL SITE PLAN APPLICATION**  
Applicant to Complete Sections A and B



**A. Site Information**

Date \_\_\_\_\_ Planning Commission Meeting Date: \_\_\_\_\_

Project Name \_\_\_\_\_

Location \_\_\_\_\_ Map/Parcel \_\_\_\_\_

Total Acreage \_\_\_\_\_

**Sketch Plan Approval**

**\$100**

**Site Plan Approval**

**\$25 + \$.01/SF of bldg. gross floor area**

**Professional Consultant Review Fee**

**\$.02/SF of bldg. gross floor area**

**B. Contact Information**

Property Owner(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

Applicant(s), Owner, or Owner's Representative (Engineer, Architect, Attorney), if applicable

\_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the plat misses any of the information listed. I also understand that other information may be requested by staff during review.



Property owner(s) signature: \_\_\_\_\_

Applicant(s), Owner, or Owner's Representative signature: \_\_\_\_\_

**C. For Staff Use Only**

Fee Paid: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Consistent with Future Land Use Plan: Yes \_\_\_ No \_\_\_

If No, Future Land Use Plan Amendment is required and has been added to PC agenda: Yes \_\_\_ No \_\_\_

**Planning Commission Action:**

Tabled \_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ Date: \_\_\_\_\_

Approved With Conditions \_\_\_ Date: \_\_\_\_\_

Denied \_\_\_ Date: \_\_\_\_\_

Notes:

Commercial/Industrial Application Checklist*						
Applicant	Staff	Pre-Submittal Requirements				
		Pre-application Conference with staff				
		Shall be consistent with Future Land Use Plan				
		Design shall be in accordance with applicable sections of Article IV of the Zoning Ordinance				
				Plan Types		
Applicant	Staff	Submittal Requirements			Sketch	Site
		Plan shall indicate:				
		The actual shape, location, and dimensions of the lot			X	X
		The shape, size, and location of all buildings or other structures to be erected, altered or moved, and of any building or other structure already on the lot			X	X
		The existing and intended use of the lot and such structures upon it, including, for residential activities, the number of dwelling units the building is intended to accommodate			X	X
		Topographic features (contours not greater than five (5) foot intervals)			X	X
		Location of all driveways and entrances			X	X
		Location of all accessory off-street parking areas to include a plot plan showing design and layout of such parking facilities where five (5) or more accessory off-street parking spaces are to be provided			X	X
		Location of all accessory off-street loading berths			X	X
		Location of open space			X	
		Proposed ground coverage, floor area, and building heights			X	X
		Position of fences and walls (materials specified)			X	X
		Position of screen planting (type of planting specified)			X	X
		Location, type, and size of proposed signs			X	X
		Proposed means of surface drainage			X	X
		Location of all easements and rights-of-way			X	X
		Location of areas subject to flooding			X	X
		Landscaping plans, including plans for buffer yards, if any			X	X
		Architectural plans			X	X

\* This checklist is for informational purposes only. Please refer to the Zoning Ordinance and/or Subdivision Regulations for more detail.

Contact Information  
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 Williamson County Phone No.: (615)599-2614