City of SPRING HILL TENNESSEE est. 1809

**MEMO**

**To:** City of Spring Hill Planned Unit Development (PUD) Applicants

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

Included in this PUD application package are the following documents:

- PUD Application
- PUD Application Checklist
- City of Spring Hill Meeting Calendar
- Sample Notice Letter
- Sample Legal Ad
- Affidavit

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

1. Pre-application Conference with staff
2. Submit application and associated fees along with preliminary development plan no later than twenty-one (21) days prior to the desired Planning Commission meeting
3. Mail public notification letters at least ten (10) days prior to the Planning Commission Work Session in accordance with Article XIV, Section 1.1 of the Zoning Ordinance
4. Attend the Planning Commission Work Session
5. Address comments received from Planning Commission at work session and re-submit preliminary development plan by 12:00 P.M. on the Wednesday following the work session
6. Planning Commission public hearing and regular meeting held to take action on the preliminary development plan
7. Attend the BOMA Work Session held on preliminary development plan
8. First reading held at BOMA regular meeting
9. Attend the Second BOMA Work Session held on preliminary development plan
10. Publish newspaper notice at least fifteen (15) days but not more than thirty (30) days prior to the public hearing in accordance with Article XIV, Section 1.2 of the Zoning Ordinance
11. Public hearing and second reading held at BOMA regular meeting
12. Within one (1) year of preliminary development plan approval by BOMA, submit final site plan to Planning Commission
13. Attend the Planning Commission Work Session
14. Address comments received from Planning Commission at Work Session and re-submit final development plan by 12:00 P.M. on the Wednesday following the Work Session
15. Planning Commission regular meeting held to take action on the final development plan

# PLANNING COMMISSION & BOMA
# PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

**Applicant to Complete Sections A and B**

## A. PUD Information

**Date** _____ **Planning Commission Meeting Date:** _____

**BOMA 1st Reading Date:** _____ **BOMA 2nd Reading Date:** _____

**Project Name** _____

**Location** _____ **Map/Parcel** _____

**Total Acreage** _____ **Residential Acreage** _____ **Non-Residential Acreage** _____

**Current Zoning** _____ **Requested Zoning** _____

***Preliminary Master Plan Approval***

***Residential Portion: $300 + $25/acre for the portion proposed for residential use;***
***Non-Residential Portion: $500 + $100/acre for any portion proposed for non-residential use***

***Final Master Plan Approval***

***Preliminary Plat Approval: $100 + $20/ acre + $5/lot***
***Site Plan Approval:***
***Residential Portions $100 + $10/ dwelling unit***
***Non-residential Portions $25 +$.01/SF of bldg. gross floor area***

***Professional Consultant Review Fee***

***Residential Portions of Site Plans: $10/dwelling unit***
***Non-residential Portions of Site Plans: $.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 ___**

**Notice Posted on Property: Yes ___ No ___ Date: _____**

**Copy of Photo Included in Package: Yes ___ No ___**

**Public Notice Affidavit from Newspaper Included in Package: Yes___ No___**

**Letters Sent to Property Owners: Yes___ No___**

**Planning Commission Action:**

**Tabled ___ Date: _____**

**Deferred ___ Date: _____**

**Approved ___ Date: _____**

**Approved With Conditions ___ Date: _____**

**Denied ___ Date: _____**

**BOMA Action:**

**Tabled ___ Date: _____**

**Deferred ___ Date: _____**

**Approved (1st Reading) ___ Date: _____**

**Approved (2nd Reading) ___ Date: _____**

**Denied ___ Date: _____**

**Notes:**

## PUD Application Checklist*

| Applicant | Staff | Pre-Submittal Requirements | |
|---|---|---|---|
| | | Pre-application Conference with Building Inspector and City Planner | |
| | | PUD shall be consistent with Future Land Use Plan | |
| | | Design shall be in accordance with applicable sections of Article IV of the Zoning Ordinance | |

| Applicant | Staff | Submittal Requirements | Plan Types: Preliminary | Plan Types: Final |
|---|---|---|---|---|
| | | Drawings shall be at a scale no less than 1"=200' | X | X |
| | | Preliminary Development Plan that meets requirements of Article X, Section 2.3(2.1-2.2) of the Zoning Ordinance | X | |
| | | Document the nature of the landholder's interest in the development and written concurrence from all parties having a beneficial interest | X | |
| | | Provide a copy of restricitve covenants, easements, restrictions, etc. on the property | X | |
| | | Provide a stage development schedule and final master development plan submittal schedule | X | |
| | | Final Master Development Plan that meets requirements of Article X, Section 2.4(3.1-3.5) of the Zoning Ordinance | | X |
| | | Provide final drafts of the proposed covenants and easements | | X |

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


Contact Information
Beau Herring, Codes Director
Email: bherring@springhilltn.org
Maury County Phone No.: (931)486-2252
Williamson County Phone No.: (615)599-2614

# SAMPLE LETTER

Date

**RE:** ***Proposed Rezone on Land Use Modification***

Dear _____,

I am writing to you as required by Article XIV of the Spring Hill Zoning Ordinance. The Property at _____, Tax Map _____, Parcel _____, in _____ County, Spring Hill, Tennessee has an application pending to request a change in the land use. This property is within three hundred (300) feet of real property owned by you and therefore this proposed change directly affects your interests as a property owner.

The application for land use change is pending before the Spring Hill Planning Commission which will hold a work session on the _____ day of _____, 20___ at 5:30 p.m., a Public Hearing on the _____ day of _____, 20___ at 5:25 p.m., and will hold a subsequent meeting on the _____ day of _____, 20___ at 5:30 p.m. to vote on a recommendation to be forwarded to the Board of Mayor and Aldermen.

After the Spring Hill Planning Commission has given due consideration of the application for land use change, the recommendation will be forwarded to the Board of Mayor and Aldermen for final consideration. The Board of Mayor and Aldermen will hold its first work session on the _____ day of _____, 20___ at 7:00 p.m., with the first reading of this ordinance scheduled for the _____ day of _____, 20___ at 7:00 p.m. If passed, the Board of Mayor and Aldermen will have a second work session scheduled for the following month, the _____ day of _____, 20___ at 7:00 p.m. as well as a Public Hearing on the _____ day of _____, 20___ at 6:55 p.m., and Second and Final reading of the ordinance taking place on the _____ day of _____, 20___ at 7:00 p.m.

All of these meetings will take place at City Hall in Spring Hill, Tennessee. The current zoning of the property is _____ and the proposed zoning change will be to _____. The proposed use of the property will be _____. (Insert language that proposed sketch plat is included if proposed use is a PUD or TND.)

You are invited to attend each of the above described meetings and are encouraged to voice your support for or against the proposed land use change. If for some reason the dates of the meetings are changed you will be notified by a separate letter the dates and times.

If you have any additional questions you should contact the Spring Hill Codes Department, the Spring Hill City Administrator, the Mayor and any of the elected Aldermen.

Sincerely yours,

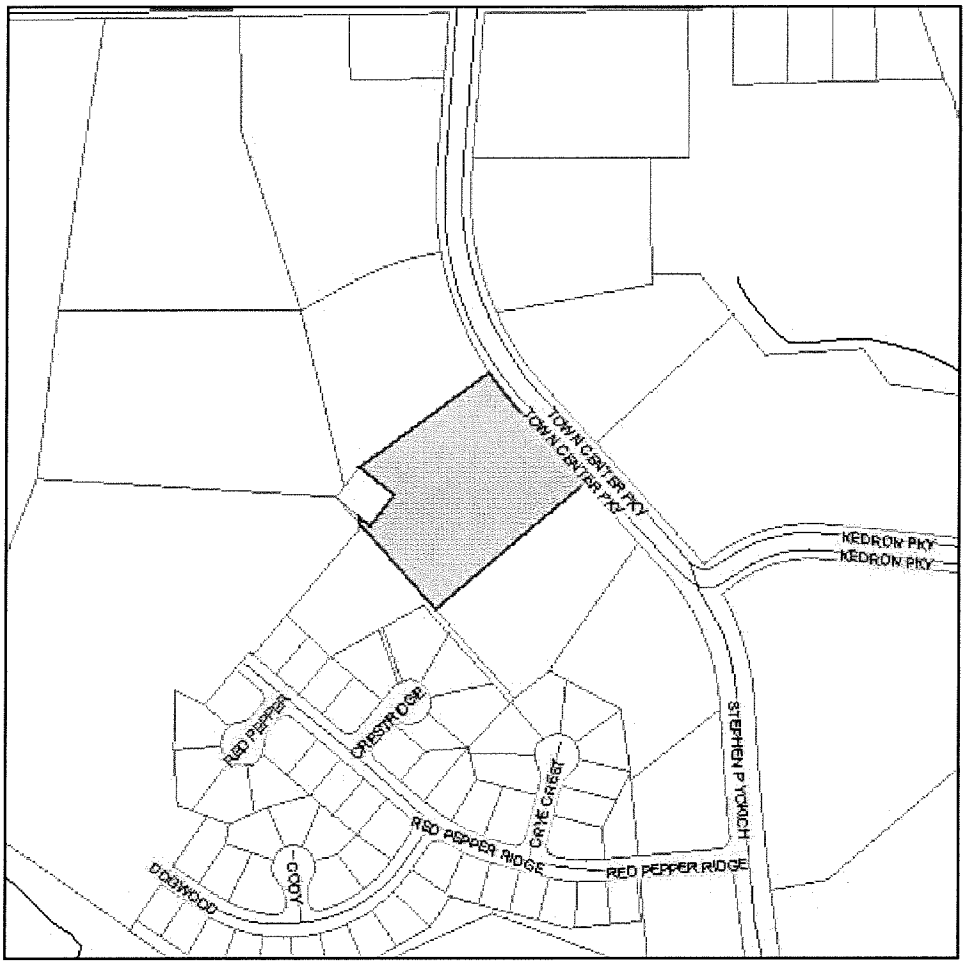
_____

Name and Position

**LEGAL AD**

Notice is hereby given that *(Name of Property Owner)* has applied to the City of Spring Hill for a change in zoning of property at *(Address of Property)* (see location map below).
The zoning change request is for said property to change from *(Insert Existing Zoning Classification)* Zoning to *(Insert Proposed Zoning Classification)* Zoning. A public hearing will be held at the Spring Hill Board of Mayor and Aldermen Regularly Scheduled Meeting on _____, 2008, 6:55 p.m. This meeting will take place at Spring Hill City Hall Court Room, 199 Town Center Parkway, Spring Hill, TN 37174. The public is invited and encouraged to attend.
Questions regarding this rezoning request may be made to the City of Spring Hill Planning and Zoning Department, 931.486.2252, extension 212.

INSERT PROPERTY LOCATION MAP HERE




*(Map above is included as a representative sample)*

AFFIDAVIT OF _____

STATE OF _____

COUNTY OF _____

Affiant, after first being duly sworn according to law deposes and states as follows:

1. I am _____, the applicant for a rezone request, Planned Unit Development (PUD) or Traditional Neighborhood Development and all statements in this Affidavit are made of my own personal knowledge.

2. I have reviewed the requirements of Article XIV of the Spring Hill Zoning Ordinance.

3. I have complied with all the requirements of Article XIV of the Spring Hill Zoning Ordinance including the notice requirements.

4. I have provided written notification by means of certified mail to property owners within five hundred (500) feet of the boundary line of the property being prepared for reclassification of use. The list of such property owners are listed as follows:

Provide list of property owners here
or as an attachment.

5. I further agree to retain the return receipt requests for a minimum of one year from the date of this affidavit and make such documentation available at the request of the Codes and Inspection Department.

FURTHER AFFIANT SAITH NOT.

_____
Signature

STATE OF _____

COUNTY OF _____

Personally appeared before me,_____, a Notary Public of said County and State, _____, with whom I am personally acquainted, and who acknowledged that he/she/they executed the within instrument for the purposes therein contained.

Witness my hand, at office, this _____ day of _____ 20_____.

_____
Notary Public

My Commission Expires:_____.