



**MEMO To:** City of Spring Hill R-4 and R-5 Site Plan Applicants

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

Included in this R-4 and R-5 site plan application package are the following documents:

- R-4 and R-5 Application
- R-4 and R-5 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. Within one (1) year of preliminary site plan approval by BOMA, submit application and associated fees along with final site 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 final site 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 final site plan

**PLANNING COMMISSION  
R-4 AND R-5 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 \_\_\_\_\_

**Final Site Plan Approval**

*\$100 + \$10/ dwelling unit*

**Professional Consultant Review Fee**

*\$10/dwelling unit*

**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: \_\_\_\_\_

Deferred \_\_\_ Date: \_\_\_\_\_

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

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

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

Notes:

R-4 and R-5 Site Plan Application Checklist*			
<b>Applicant</b>	<b>Staff</b>	<b>Pre-Submittal Requirements</b>	
		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	
			<b>Plan Types</b>
<b>Applicant</b>	<b>Staff</b>	<b>Submittal Requirements</b>	<b>Final</b>
		General Location Sketch Map (Scale not smaller than 1"=2000') that shows:	
		Approximate boundaries of the site	X
		External public access in relation to the site	X
		Surrounding development within the general vicinity	X
		Any public water and sewer systems in relation to the site	X
		Site Plan (Scale not smaller than 1"=200') that shows:	
		Proposed ground coverage, floor area and building heights	X
		Locations, dimensions, and area of buffer yards	X
		The actual shape, location, and dimensions of the lot	X
		The shape, size, and location of all buildings or other structures that are existing, altered, moved, or proposed on the lot	X
		The existing and intended use of the lot and such structures upon it	X
		Existing and proposed topography, with contours at vertical intervals to be selected by the city engineer	X
		Location of all driveways and entrances	X
		Location of all accessory off-street parking areas with dimensions shown	X
		Location of all accessory off-street loading berths	X
		Location of open space	X
		Position of fences and walls (materials specified)	X
		Position of screen planting (type of planting specified)	X
		Proposed means of surface drainage, including all drainage ways and facilities	X
		Location of all easements and rights-of-way	X
		Location of areas subject to flooding	X
		Location and size of all utilities, including all fire hydrants	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