



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*

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		Final
				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

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

2010

CITY OF SPRING HILL PUBLIC MEETINGS

DATES AND TIMES

Meeting Dates	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning Commission WORK SESSION 5:30 PM	4 (Mon)	1	1	5	3	7	6 (Tues)	2	7 (Tues)	4	1	6
Planning Commission REGULAR MEETING 5:30 PM	11	8	8	12	10	14	12	9	13	11	8	13
Board of Mayor & Aldermen WORK SESSION 7:00 PM	11	8	8	12	10	14	12	9	13	11	8	13
Board of Mayor & Aldermen REGULAR MEETING 7:00 PM	19 (Tues)	16 (Tues)	15	19	17	21	19	16	20	18	15	20

Deadline Dates

Deadline to Submit Agenda Items for PC	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<i>(21 Days before Date of PC Meeting)</i>	14, 2009	11	8	15	12	17	21	12	16	13	11	15

All Meetings are Held at Spring Hill City Hall, 199 Town Center Parkway, Spring Hill, TN 37174

For Further Information, call City Hall at 931.486.2252, or visit the website: www.springhilltn.org

The Mayor of Spring Hill and the Spring Hill Planning Commission Chairman have the authority to call special meetings in addition to those listed above. Notice will be given of any such meeting in local newspaper and on City's Website.

Approved in Resolution 09-95