



**MEMO To:** City of Spring Hill TND Applicants

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

Included in this TND application package are the following documents:

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

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

1. Pre-application Conference with staff
2. Submit application and associated fees along with Master 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 Master 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 Master Plan
7. Attend the BOMA Work Session held on Master Plan
8. First reading held at BOMA regular meeting
9. Attend the Second BOMA Work Session held on Master Plan
10. Public hearing and second reading held at BOMA regular meeting
11. Submit site plan to Planning Commission
12. Attend the Planning Commission Work Session
13. 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
14. Planning Commission public hearing and regular meeting held to take action on the site plan
15. Attend the BOMA Work Session held on site plan
16. First reading held at BOMA regular meeting
17. Attend the Second BOMA Work Session held on site plan
18. 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
19. Public hearing and second reading held at BOMA regular meeting

**PLANNING COMMISSION & BOMA  
TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)  
REZONING APPLICATION**  
Applicant to Complete Sections A and B



**A. TND Information**

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

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

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

Total Acreage \_\_\_\_\_ Residential Acreage \_\_\_\_\_ Non-Residential Acreage \_\_\_\_\_

Current 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 (1<sup>st</sup> Reading) \_\_\_ Date: \_\_\_\_\_

Approved (2<sup>nd</sup> Reading) \_\_\_ Date: \_\_\_\_\_

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

Notes:

TND Application Checklist*					
Applicant	Staff	Pre-Submittal Requirements			
				Pre-application Conference with staff	
		The TND shall contain a minimum of 50 acres if it is to be a stand alone development or 25 acres if it is contiguous to existing development, redevelopment, or infill development			
		TND shall be consistent with Future Land Use Plan			
				Plan Types	
Applicant	Staff	Submittal Requirements		Master	Site
		Submit Master Plan that meets requirements of Section 3.2 of Article VI, Section 7.3 of the Zoning Ordinance		X	
		Submit Site Plan that meets requirements of Section 3.3 of Article VI, Section 7.3 of the Zoning Ordinance			X
		Submit land division documents if the TND involves the subdivision of land			X
		Meet neighborhood use standards (See Section 4.1 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet development unit standards (See Section 4.2 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet open space requirements (See Section 4.3 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet storm water standards (See Section 4.4 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet lot and block standards (See Section 4.5 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet circulation standards (See Section 4.6 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet architectural standards (See Section 4.7 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		Meet landscaping and screening standards (See Section 4.8 of Article VI, Section 7 of the Zoning Ordinance)		X	X
		File copy of zoning ordinance amendment for TND and site plan in Register of Deeds Office within 14 days of approval by the Board of Mayor and Aldermen			

\* This checklist is for informational purposes only. Please refer to the TND 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

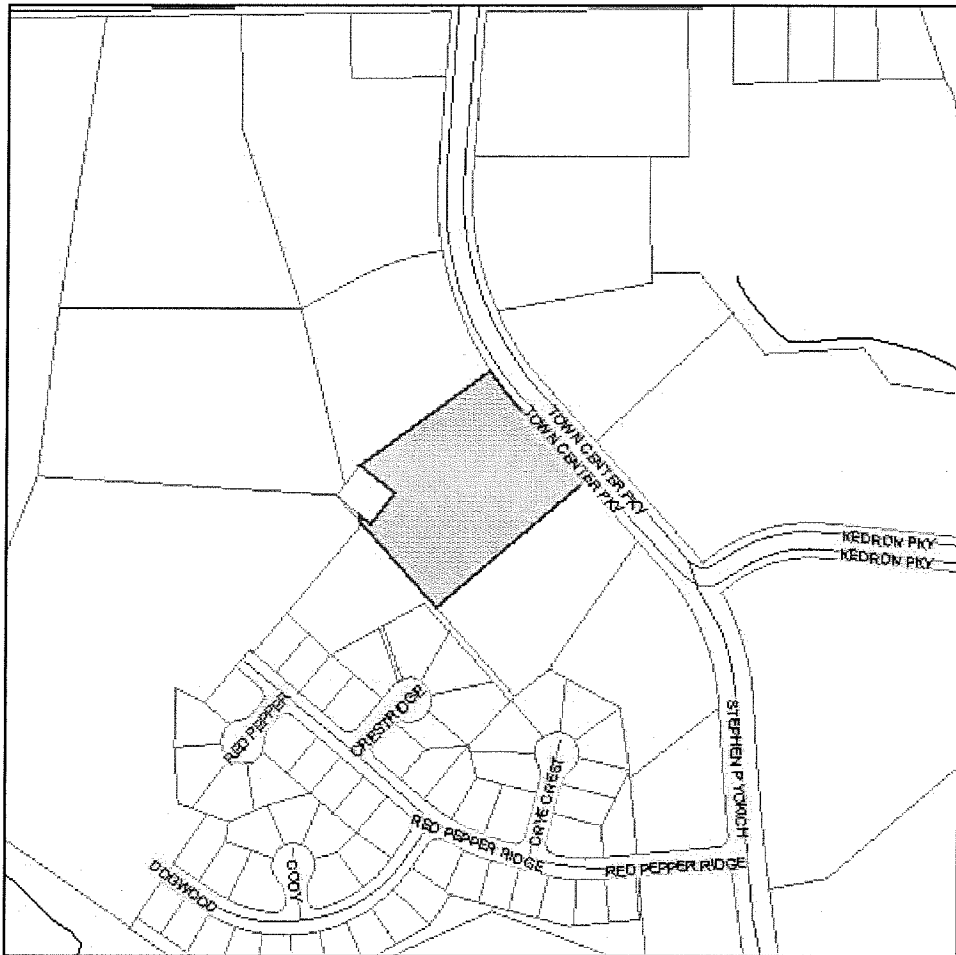
## LEGAL AD

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: \_\_\_\_\_.