



City of Spring Hill, Tennessee Planning Commission Application

8060 Station Hill Dr, Spring Hill, TN 37174
Phone: (931) 451-0826

FOR STAFF USE ONLY

Date Submitted: _____ Fee: _____ Case Number: _____

Date: _____ Project Name: _____

Property Address/Location: _____

Current/Proposed Zoning District(s): _____ Property Size: _____

Description of Request: _____

Type of request being made

- Annexation
- Rezoning or Text Amendment
- Administrative Subdivision (Lot Split/Max. 2 lots)
- Minor Subdivision (up to 4 lots)
- Neighborhood Concept Plan
- Preliminary Plat
- Final Plat
- Concept Plan
- Site Plan
- Site Plan Modification, Minor Site
- Plan Modification, Major Planned
- Development (Concept)
- Planned Development (Preliminary)
- Planned Development (Final)
- PD Modification, Administrative
- PD Modification, Minor
- Other: _____

Materials required to be submitted with application

- Letter of request – Provide full details of the requested action. If an amendment, provide comparison of approved and proposed features, cloud changes on the plan.
- Proof of Ownership (Deed)
- One (1) 11"x17"** hard copy of plans for proposal, including all required information outlined on the applicable checklist. One (1) copy of application, checklist, etc. should be submitted (8.5"x11"). Also includes vicinity map with an aerial image showing the project boundaries and names of all adjacent streets. Must show a minimum ½ mile radius.
- A CD or USB containing one copy of all required submittal items in PDF format.

Notes to the applicant:

- * All required submittals to be received by the Planning Department (8060 Station Hill) by prescribed day/ time.
- * Both the applicant, property owner/authorized agent must sign the application. Applications not signed by the property owner or authorized agent **will not** be accepted.
- * All applications must include completed submittal checklist.
- * **NEW-All files must follow naming standards on page 3 to facilitate rapid recognition/retrieval of files.**
- * **ALL PLAN SHEETS SHALL BE IN SAME PDF DOCUMENT**

Planning Commission Submittal Information

This application and referenced procedures have been assembled with the purpose of defining a standard process for the submittal and review of development applications. To submit items for Planning Commission review, the procedures outlined in this application shall be for all Planning Commission application types (Subdivision, Rezoning, Planned Development, Site Plan, Concept plan, Modifications, Annexation, etc.):

1. **Refer to Article 13 of the UDC for additional information on each individual application type and for a complete list of the submittal requirements.**
2. For a copy of the Planning Commission agenda and staff reports go to the following link.
<http://www.springhilltn.org/129/Planning-Commission> and select "View all Agendas and Minutes".

Required Signatures

PROPERTY OWNER(S) OR AUTHORIZED AGENT:

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)* I understand that the Applicant listed below is the point of contact for the City of Spring Hill concerning this application.

Property Owner (printed): _____

Address: _____

Phone Number: _____ Mobile # _____

Email: _____

Signature: _____

Date: _____

Authorized Agent (printed): _____

Address: _____

Phone Number: _____ Mobile # _____

Email: _____

Signature: _____

Date: _____

APPLICANT:

NOTE: I have read the attached checklist and have complied with all requirements listed and understand that this application **may be deemed incomplete if the submittal lacks any of the information required for the application type, and if incomplete will not be heard by the Planning Commission.** I also understand that other information may be requested by staff, the Planning Commission and/or the Board of Mayor and Aldermen during review, relevant to the request. Applicant shall be the single point of contact for staff regarding this application. I understand that it is my responsibility to share information with others as needed.

Applicant Name (printed): _____

Address: _____

Phone Number: _____ Mobile # _____

Email: _____

Signature: _____

Date: _____