



MEMO To: City of Spring Hill Annexation Applicants

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

Included in this annexation application package are the following documents:

- Annexation Application
- City of Spring Hill Meeting Calendar

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

1. Submit application and associated fee no later than twenty-one (21) days prior to the desired Planning Commission meeting
2. Attend the Planning Commission Work Session
3. Address comments received from Planning Commission at Work Session and re-submit request by 12:00 P.M. on the Wednesday following the Work Session
4. Planning Commission public hearing and regular meeting held to take action on the annexation request
5. Attend the BOMA Work Session held on annexation request
6. First reading held at BOMA regular meeting
7. Attend the second BOMA Work Session held on annexation request
8. Public hearing and second reading held at BOMA regular meeting

**PLANNING COMMISSION & BOMA
ANNEXATION APPLICATION**
Applicant to Complete Sections A and B



A. Annexation Information

Date _____ Planning Commission Meeting Date: _____

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

Location _____ Map/Parcel _____

Acreage _____

Purpose of Annexation: _____

Annexation Fee \$100

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: _____



Property owner(s) signature: _____

Applicant(s), Owner, or Owner’s Representative signature: _____

C. For Staff Use Only

Fee Paid: Yes ___ No ___ Date Paid: _____ Received By: _____

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 ___

Planning Commission Action:

Tabled ___ Date: _____

Deferred ___ Date: _____

Approved ___ Date: _____

Denied ___ Date: _____

BOMA Action:

Tabled ___ Date: _____

Deferred ___ Date: _____

Approved (1st Reading) ___ Date: _____

Approved (2nd Reading) ___ Date: _____

Denied ___ Date: _____

Notes:

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