

# City of Spring Hill, TN

## Zoning Map Amendment Submittal Checklist (Rezoning)



	<b>APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT</b> →	<b>INITIALS</b>
a)	Published notice is required. The City of Spring Hill will publish notice in a newspaper of general circulation within the City.	
b)	Written notice must be mailed by <u>certified mail</u> at least ten days in advance of the first scheduled action to all property owners within 1,000 feet of the property line of the subject property. The notice must include the date, time, place, and purpose of such hearing/meeting, the name of the applicant, and the address of the subject property. Nothing in this section is intended to prevent the applicant or the City from giving additional notice as he/she may deem appropriate. The <b>APPLICANT IS RESPONSIBLE</b> for mailing notices and must provide the City with an <u>affidavit</u> stating that notice was mailed to every property owner as required and provide the City with a list of names, addresses, and property identification numbers (PIN) of all notice recipients, and a map indicating the boundaries of the notice area. The applicant must also provide the City an <u>example</u> of the notice sent.	
c)	Posted notice is required on the property and will be installed by the City of Spring Hill. This signage must be maintained until all action on the application has been completed. Please call the Planning Department if the sign is damaged or removed.	
d)	A pre-application meeting with City staff is recommended, but not mandatory.	
	<b>For a rezoning request, the following items shall be performed or provided:</b>	
1	Per “b” above, written notice to all property owners within 1,000 feet of the subject property via certified letter per the Spring Hill Unified Development Code, Ordinance 18-21, Article 13. This notice is provided by the applicant.	
2	Verification of notice per the Spring Hill Unified Development Code, Ordinance 18-21, Article 13.B.3	
	<b>The following items are <u>recommended</u> to facilitate review of the application:</b>	
3	Letter of request outlining the nature and reason for the request	
4	A written narrative explaining how the request is consistent with the comprehensive plan and other plans of the City of Spring Hill	
5	A concept plan, if feasible, to illustrate the request and development plans for the property	

Applicant Name/Project: \_\_\_\_\_

	<b>The Planning Commission and Board of Mayor and Alderman standards for consideration of a zoning map amendment include the following criteria.</b>	
a)	The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.	
b)	The compatibility with the existing use and zoning of nearby property.	
c)	The extent to which the proposed amendment creates nonconformities.	
d)	The trend of development, if any, in the general area of the property in question.	
e)	That there are no adverse impacts on public health, safety, and welfare.	
f)	Whether adequate public facilities are available including, but not limited to, schools, parks, police and fire protection, roads, sanitary sewers, storm sewers, and water lines, or are reasonably capable of being provided prior to or concurrent with the development of the site, which would be permitted on the subject property if the amendment were adopted.	

Applicant Name/Project: \_\_\_\_\_

**REZONING**  
**SAMPLE LETTER**

Date

Re: *Proposed Rezoning*

Dear \_\_\_\_\_,

I am writing to you as required by the Spring Hill Unified Development Code. The Property at \_\_\_\_\_, Tax Map \_\_\_\_\_, Parcel \_\_\_\_\_, in \_\_\_\_\_ County, Spring Hill, Tennessee has an application pending to request a change in zoning from the \_\_\_\_\_ Zoning District to the \_\_\_\_\_ Zoning District. The purpose of the rezoning request is to allow (proposed use). The zoning ordinance requires that a public notice be mailed to the owners of all property within five hundred (500) feet of the subject site. This notice is sent to comply with that requirement.

The application for rezoning will be considered by the Spring Hill Planning Commission during a work session on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and during a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, both held at 5:30 p.m. in the courtroom at Spring Hill City Hall (199 Town Center Parkway).

After the Spring Hill Planning Commission has given due consideration of the application a recommendation will be forwarded to the Board of Mayor and Alderman for final consideration. The Board of Mayor and Alderman will hold its first work session on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ with the first reading of this ordinance scheduled for the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 6:00 p.m. as well as a Public Hearing and Second and Final reading on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ of the ordinance taking place at 7:00 p.m.

You are invited to attend each of the above described meetings and are encouraged to voice your support for or against the proposed rezoning.

If you have any questions regarding this application you can contact the Spring Hill Planning & Zoning Department at (931) 486-2252 ext. 232 or in person at 5000 Northfield Lane, Suite 520, Spring Hill, TN 37204.

Sincerely yours,

\_\_\_\_\_  
Name and Title