



Zoning Map Amendment Submittal Checklist (Rezoning)

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT →	INITIALS
a)	RESPONSIBILITY OF THE CITY: Published notice is required. The City of Spring Hill will publish notice in a newspaper of general circulation within the city.	
b)	RESPONSIBILITY OF THE CITY: 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.	
c)	RESPONSIBILITY OF THE APPLICANT: 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 500 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 APPLICANT IS RESPONSIBLE for mailing notices and must provide the City with an <u>affidavit</u> stating that the 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.	
d)	A pre-application meeting with City staff is recommended, but not mandatory.	
	For a rezoning request, the following items shall be performed or provided:	
1	Per “c” above, written notice to all property owners within 500 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	
3	To confirm sufficiency of water and sewer systems to serve the subject property if the amendment were adopted, a Utility Flow and Capacity Analysis for Water and Sewer Services shall be prepared to confirm availability and sufficiency of utilities as well as public infrastructure utility improvements necessary to serve the subject property. Sufficiency and adequacy of water and sewer utility services should take into consideration the full array of permitted uses and special uses permitted if the amendments were adopted. (Ord. 21-14)	

Applicant Name/Project: _____



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	The following items are recommended to facilitate review of the application:	
4	Letter of request outlining the nature and reason for the request	
5	A written narrative explaining how the request is consistent with the comprehensive plan and other plans of the City of Spring Hill.	
6	A concept plan, if feasible, to illustrate the request and development plans for the property.	
	The Planning Commission and Board of Mayor and Alderman standards for consideration of a zoning map amendment include the following criteria.	
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: _____