

City of Spring Hill, TN

Zoning Text Amendment Submittal Checklist



	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT —————→	INITIALS
a)	The City of Spring Hill Planning Department will publish a notice in a newspaper of general circulation within the City.	
b)	A pre-application meeting with City staff is recommended, but not mandatory.	
	For a zoning text amendment request, the following are recommended to facilitate the review of the request:	
1	Written and thorough description of the amendment being requested, including, but not limited to, the reason and purpose of the amendment, and documents of the code re-written as proposed.	
2	Letter of request and required fees	
3	An analysis of how the proposed amendment meets the four criteria listed below.	
	The Planning Commission and Board of Mayor and Alderman standards for consideration of a text amendment include the following criteria.	
a)	The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.	
b)	Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.	
c)	The extent to which the proposed amendment creates nonconformities.	
c)	The consistency of the proposed amendment with the intent and general regulations of this Code.	

Applicant Name/Project: _____