

# City of Spring Hill, TN

## Special Use Board of Zoning Appeals Submittal Checklist



	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT →	INITIALS
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>U.S.P.S. First Class</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 <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	
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>The following information is recommended for a Special Use request:</b>	
1	Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project	
2	Name, address, phone numbers of owner(s), developer(s), and representatives	
3	Plans illustrating the proposed use and development of the site including:	
	North arrow, scale, date of preparation, zoning classification, map/parcel numbers, total acreage, and proposed use	
	Title block located in the lower right hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and revisions	
	A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100 year floodplain boundary	

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

	Site coverage note indicating the percentage of the site that is currently covered by impervious surface. The location of all existing structures on the property	
	Title, name, address, stamp, and signature of the design professional(s) licensed to prepare the required plans and plats	
4	Any other information essential to the complete review and consideration of the application by the City of Spring Hill.	
	<b>Approval Standards</b>	
	The listing of a use as a special use within a zoning district does not constitute an assurance or presumption that such special use will be approved. Rather, each special use must be evaluated on an individual basis, in relation to all applicable standards of this Code. Such evaluation will determine whether approval of the special use is appropriate at the particular location and in the particular manner proposed. The decision of the Board of Zoning Appeals must make findings to support each of the following conclusions. Please initial all that apply.	
	The application for a special use should provide the applicant's evidence that the application meets or exceeds the criteria below.	
1	The consistency of the proposed special use with the Comprehensive Plan and any adopted land use policies.	
2	The special use in the specific location proposed is consistent with the spirit and intent of this Code.	
3	The proposed special use will not endanger the public health, safety, or welfare.	
4	The proposed special use is compatible with the general land use of adjacent properties and other property within the immediate vicinity.	
5	The special use in the specific location has sufficient public infrastructure and services to support the use.	

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