

# Planning Commission Application

## City of Spring Hill Planning Department

5000 Northfield Lane, Ste. 520, Spring Hill, TN 37174  
Phone: (931) 486-2252 FAX: (931) 486-3506



### FOR STAFF USE ONLY

Date Submitted: \_\_\_\_\_ Fee: \_\_\_\_\_ Case Number: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Current/Proposed Zoning District(s): \_\_\_\_\_ Property Size: \_\_\_\_\_

Description of Request: \_\_\_\_\_

#### Type of request being made

- Annexation
- Rezoning or Text Amendment
- Administrative Subdivision (Lot Split/Max. 2 lots)
- Minor Subdivision (up to 4 lots)
- Neighborhood Concept Plan
- Preliminary Plat
- Final Plat
- Concept Plan
- Site Plan
- Site Plan Modification, Minor Site
- Plan Modification, Major Planned
- Development (Concept)
- Planned Development (Preliminary)
- Planned Development (Final)
- PD Modification, Administrative
- PD Modification, Minor
- Other: \_\_\_\_\_

#### Materials required to be submitted with application

- Letter of request – Provide full details of the requested action. If an amendment, provide comparison of approved and proposed features, cloud changes on the plan.
- Proof of Ownership
- Three (3) **folded** 24"x36" hard copies of the proposal, two (2) copies of construction drawings and one (1) set of 11 x 17 proposal drawings, including all required information as outlined in the applicable checklist. **Including a vicinity map with an aerial image, the project boundaries outlined in yellow, names of all adjacent streets. Must show a minimum ½ mile radius.**
- A CD or USB thumb drive containing a one copy of all required submittal items in PDF format.

#### **Note to the applicant:**

- \* Applications and all required submittals must be received by the Planning Department by the prescribed day and time.
- \* Both the applicant/representative and property owner Must sign the application. **Applications not signed by the Property owner will not be accepted.**
- \* All applications must be accompanied by a completed submittal checklist.

## Planning Commission Submittal Information

This application and referenced procedures have been assembled with the purpose of defining a standard process for the submittal and review of development applications. To submit items for Planning Commission review, the procedures outlined in this application shall be for all Planning Commission application types (Subdivision, Rezoning, Planned Development, Site Plan, Concept plan, Modifications, Annexation, etc.):

1. **Refer to Article 13 of the UDC for additional information on each individual application type and for a complete list of the submittal requirements.**
2. For a copy of the Planning Commission agenda and staff's reports go to the following link.  
<http://www.springhilltn.org/129/Planning-Commission> and select "View all Agendas and Minutes".

### Required Signatures

**PROPERTY OWNER(S) OR AUTHORIZED AGENT:**

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.) I understand that the Applicant listed below is the point of contact for the City of Spring Hill concerning this application.*

**Property Owner** (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile # \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized Agent** (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile # \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICANT:**

NOTE: I have read the attached checklist and have complied with all requirements listed and understand that this application **may be deemed incomplete if the submittal lacks any of the information required for the application type, and if incomplete will not be heard by the Planning Commission.** I also understand that other information may be requested by staff, the Planning Commission and/or the Board of Mayor and Aldermen during review, relevant to the request. As the point of contact for this application I understand that it is my responsibility to share information with others as needed.

**Applicant Name** (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile # \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Sample Re-submittal Letter



October 29, 2018

Steve Foote, City Planner  
Spring Hill Tennessee  
199 Town Center Pkwy  
Spring Hill, Tennessee 37174

Each re-submittal made to the Planning office shall be accompanied by a written description of all staff and Planning Commission comments and how they have been addressed. Responses should be in 'red' color and indicate how the comment was satisfied and when applicable, which page. Changes to the plans should be clouded.

**RE: Grand Estates  
Final Plat  
Spring Hill Planning Commission**

Dear Steve:

On behalf of Justin Trimback & Steve Corbett, the Developer for Grand Estates, **WES Engineers & Surveyors** would like to resubmit this Final Plat that is creating 8 single family lots, dedicating Right-of-Way, and creating easements for Grand Reserve as well as the attached information for the Spring Hill Planning Commission resubmittal. Comments have been addressed as below in **RED**.

1. The preliminary plat has side setbacks of 10' that scale at 5'. The final plat calls out 5' side setbacks. Correct setbacks need to be determined. **The correct side yard setback is 5'. The callout on the typical lot layout on the preliminary plat is incorrect.**
2. A multi-use trail was previously required along the creek to the east. What is the status? **Per the developer the multi use trail will be installed prior to the approval of the Final Plat.**

If you have any questions or comments with this submittal, please do not hesitate to contact me directly.

Sincerely,

**WES Engineers & Surveyors**

A handwritten signature in black ink that reads 'Allen B. O'Leary'.

Allen B. O'Leary, RLS  
Principal



FPL  
604-2018

# Fee Schedule

## Site Plan

+ Sketch Plan	\$100
+ Nonresidential	\$100 + \$. 01 per sq/ft of gross floor area *
+ Residential	\$100 + \$10 per dwelling unit*
+ Minor Modification	\$100
+ Major Modification	\$100
+ Extension	\$100
+ Professional Consultant Review Fees	\$.02 per sq/ft of gross floor area-Nonresidential \$10 per dwelling unit-Residential

## Subdivision Plat

+ Neighborhood Concept Plan	\$200
+ Property Line Adjustment	\$100
+ Lot Split	\$200
+ Preliminary Plat	\$100 + \$20 per acre + \$5 per lot
+ Final Plat	\$25 + \$5 per lot
+ Concurrent Plat	\$200 + \$5 per lot
+ Minor Modification	\$100
+ Major Modification	\$100
+ Extension	\$100

## Zoning Amendment

+ Annexation	\$100
+ Rezoning	\$200

## Residential Planned Unit Development

+ Master Development Plan	\$300 + 25 per acre
+ Multi-Family Final Site Plan	\$100 + \$20 dwelling unit
+ Extension	\$100

## Commercial/Industrial Planned Unit Development

+ Master Development Plan	\$500 + \$100 per acre
+ Final Master Plan	\$25 + \$0.01 sq/ft of gross building floor area
+ Extension	\$100

\* Professional Consultant Review fees are charged in addition to the Site Plan and Preliminary Plat.

le.... Nonresidential - \$100 + .03 per sq./ft of gross floor area

Residential - \$100 + \$20 per dwelling unit

**REZONING**  
**SAMPLE LETTER**

Date \_\_\_\_\_

Re: *Proposed Rezone*

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

I am writing to you as required by the Spring Hill Unified Development Code. The Property at \_\_\_\_\_, Tax Map \_\_\_\_\_, Parcel \_\_\_\_\_, for \_\_\_\_\_ County, Spring Hill, Tennessee has an application pending to request a change in the land use. This property is within one thousand (1000) feet of real property owned by you and therefore this proposed change directly affects your interests as a property owner.

The application for rezoning is pending before the Spring Hill Planning Commission which will hold a work session on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and will hold a subsequent meeting on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 5:30 p.m. to vote on a recommendation to be forward to the Board of Mayor and Alderman.

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 7:00 p.m. as well as a Public Hearing and Second and Final reading on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ of the ordinance taking place at 6:00 p.m.

You are invited to attend each of the above described meetings and are encourage to voice your support for or against the proposed land use change. If for some reason the dates of the meetings are changed, you will be notified by a separate letter of the dates and times.

If you have additional questions, you can contact the Spring Hill Planning Department, the Spring Hill City Administrator, the Mayor and/or any of the elected Alderman.

Sincerely yours,

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



## Application for Surety

<b>Property Information</b>	Project Name: _____ Phase: _____ Section: _____ Number of Lots Approved: _____ Number of Lots Remaining: _____  Surety Type:   ___ Maintenance                      ___ Performance                      ___ Restoration ___ Letter of Credit                      ___ Performance Bond ___ Insurance Bond                              ___ Cash  Surety Amount: \$ _____ Expiration Date: _____ / _____ / _____  <p style="text-align: center;">Automatic Renewal Clause included with Surety:   Yes / No   <i>(circle one)</i></p> Purpose of Surety: _____ _____
<b>Financial Information</b>	Name of Financial Institution: _____ Surety #: _____ Contact Person: _____ Email: _____ Address: _____ City, State, Zip: _____ Phone Number: (____) _____ Fax Number: (____) _____
<b>Contact Information</b>	Name of Owner / Developer or Representative: _____ Address: _____ City, State, Zip: _____ Phone Number: (____) _____ Fax Number: (____) _____

## Action Request

**I (we) request the following action to be taken:**

- \_\_\_\_\_ Establish a New Surety
- \_\_\_\_\_ Request Final Inspection and Release of Surety
- \_\_\_\_\_ Request Reduction of Surety Amount
- \_\_\_\_\_ Request extension of Surety for one (1) year  
*(please provide proof of difficulty below)*

**Explanation for Proof of Difficulty:**

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# Spring Hill Planning Commission

## 2019 Schedule of Meetings

Application Deadline	Staff Technical Review	Review w/Applicant	Revisions Deadline #1	Planning Commission Work Session	Revisions Deadline #2	Planning Commission Regular Meeting
12:00 PM (noon)	8:30 AM	8:30 AM	12:00 PM (noon)	5:30 PM	12:00 PM (noon)	5:30 PM
Monday	Thursday	Wednesday	Tuesday	Monday	Monday	Monday
Planning Office	Planning Office	Planning Office	Planning Office	City Hall	Planning Office	City Hall

December 03	December 06	December 12	December 18	December ^	January 07	January 14
January 07	January 10	January 16	January 22	January 28	February 04	February 11
February 4	February 7	February 13	February 19	February 25	March 4	March 11
March 4	March 7	March 13	March 19	March 25	April 1	April 8
April 1	April 4	April 10	April 16	April 22	April 30	May 13
May 6	May 9	May 15	May 21	May 28*	June 3	June 10
June 3	June 6	June 12	June 18	June 24	July 1	July 8
July 1	July 3* @ 1:00	July 10	July 16	July 22	July 29	August 12
August 5	August 8	August 14	August 20	August 26	September 3*	September 9
September 3	September 5	September 11	September 17	September 23	September 30	October 14
October 7	October 10	October 16	October 22	October 28	November 4	November 12*
November 4	November 7	November 13	November 19	November 25	December 2	December 9
December 2	December 5	December 11	December 17	December 23	December 30	January 13

■ Indicates 2018 and 2020 dates

\* Indicates change in day due to holiday

^ Combined with voting meeting of January 14, 2019

**NOTE: Planning Office and Codes Office will relocate to Northfield on January 1, 2019. 5000 Northfield Lane, Door 500, Second Floor.**