



SUMNER COUNTY REGIONAL PLANNING COMMISSION

355 North Belvedere Drive, Gallatin, Tennessee 37066

OFFICE (615)451-6097 FAX (615)451-6074

REZONING APPLICATION

Applicant's Name

Applicant's Mailing Address

City

State

Zip

Phone Number

Fax Number

Email

The applicant is responsible for notifying the Planning Department if any contact information has changed.

PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Property Owner (If different from Applicant)

Legal Status of Property (Under Contract, Option, Fee Simple Etc)

Property Address

City

State

Zip

Tennessee

Tax Map

Group

Parcel

Size of Parcel

Deed Book

Page

Present Zoning of Property

Zoning Designation Requested

Present Use of Property

Do you wish to rezone the entire parcel? YES NO

If No, how much of the property do you wish to rezone?

NOTE: If you wish to rezone less than the entire parcel, a legal description will be required along with this application. If the rezoning is approved, a subdivision plat will be required prior to being able to use the property under the new zone.

Please contact the county commissioners where the property is located and inform them of your proposal

County Commissioners

Phone Numbers

Date Contacted

PLEASE COMPLETE THE FOLLOWING PROPOSED USE INFORMATION:

A **Concept Plan** drawn to scale showing all existing and proposed buildings, septic system and field line areas, driveways, proposed parking areas, building setbacks, and any other pertinent information regarding the application must be submitted with this form. In addition to a concept plan you should submit **maps, drawings, and data** necessary to demonstrate that the proposed amendment is in general conformation with the adopted land use plan.

Explain **in detail** what you propose to do with this property and outline your long term plans for the property. Refer to the purpose statement of the zoning district for which you are requesting and explain how your project will fit within the description of that district.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature	Applicant's Name (Printed)	Date
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PLEASE INITIAL THE FOLLOWING POLICIES STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM:

Please note that this is the first step to completing your rezoning request. In almost every circumstance, a professionally engineered site plan meeting the requirements of the Commercial Planned Unit Development section of the County Zoning Ordinance will have to be submitted and reviewed by the Planning Commission before any building permits are issued. All buildings must comply with applicable Federal, State and local codes. Please Contact the Building Codes Department at (615) 452-1467 with questions about the building permit application process, inspections, fees, etc.

Applicants Initials _____

Applicant Deferral/Withdrawal Policy: It is the policy of the Planning Commission that any requests to defer their consideration of a rezoning application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Planning Commission public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicants Initials _____

Commission Deferment/ Denial Policy: When an applicant or their representative is not present at the regularly scheduled meeting of the Planning Commission, the Planning Commission shall defer said application to their next scheduled meeting. If the applicant or their representative fails to be present at the next meeting, then the Planning Commission shall deny the application.

Applicant's Initials _____

The Board, its members, and employees, in the performance of their work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by the Zoning Ordinance.

Owner's Initials _____ Applicant's Initials (If Different) _____

CHECKLIST

Before we can accept your rezoning application, please make sure you have all the items listed below:

<input type="checkbox"/> A completed application	<input type="checkbox"/> \$500 application fee.
<input type="checkbox"/> A copy of the deed to the property	<input type="checkbox"/> A concept plan drawn to scale, drawings, etc.
<input type="checkbox"/> A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner.	Sign Fee: \$25 for 1st Sign <input type="checkbox"/> \$15 for Each Additional

STAFF USE ONLY

Accepted by:	Date:	Receipt Number:
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NOTE: NEW FEES LISTED ON PAGE 3 OF THIS DOCUMENT WERE APPROVED BY THE SUMNER COUNTY REGIONAL PLANNING COMMISSION ON MAY 28, 2019 AND WERE APPROVED BY THE SUMNER COUNTY COMMISSION ON JULY 15, 2019.

Sumner County Development Services,
Development Application Submittal Fee Worksheet

Unless otherwise noted, all fees listed cover required public notice and processing through the Planning Commission and County Commission (as required). Assessed fees do not cover the cost of other studies required by the Planning Commission or County Commission, which shall be paid by the applicant. Applications not accompanied by the required fees will not be accepted and will not be placed on the Planning Commission Agenda

All acreage calculations are to be rounded up to the next whole acre.

Submittal Type: _____

Submittal Month: _____
(Planning Commission Meeting Month)

Project Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Total Payment Included: **\$** _____

Sketch Plats

Offsets costs associated with review of initial document that provides Planning Commission with concept for proposed project. **Due on application.**

1-24 Lots \$50
25 lots or more \$100

LOTS OR ACRES TOTALS

_____ \$ _____

Preliminary Plats

Offsets costs associated with review of document that provides Planning Commission with detailed subdivision proposal depicting all proposed subdivision infrastructure improvements; must be accompanied by Engineered Construction Plans. **Due upon application.**

3-14 Lots \$250
Plus \$5.00 each add'l lot

_____ \$ _____

Final Plats

Offsets costs associated with review of document that provides Planning Commission with totally accurate representation of all subdivision elements; accurately depicts all installed infrastructure recording of document; formally creates lots. **Due upon application.**

3-14 lots \$150
Plus \$5.00 each add'l lot

_____ \$ _____

Minor Plats

Plats containing two lots or less and requesting no variances Resubdivisions and other minor lot line adjustments. **Due upon application.**

\$50

_____ \$ _____

Site Plans

Plans showing proposed nonresidential building construction for approval of the Planning Commission. **Due on Application**

\$75

_____ \$ _____

Planned Unit Developments

Highly planned residential, commercial or industrial development that makes increased provisions for open space, landscaping and other improvements and may have different density and bulk requirements than other zones; final submittal functions as a stringent land use plan for the developed area. **Due upon application.**

New PUDs \$500
Major PUD Revisions \$500
Minor PUD Revisions \$300

_____ \$ _____

Rezoning

Application fee to offset cost for changing the zoning designation for a property located in the planning region of the Sumner County Regional Planning Commission. **Due upon application.**

\$500

_____ \$ _____

Sign: \$25
Each Additional: \$15

Variances/Appeals

Application fee to offset costs for submitting a request to vary from requirements contained in the County Zoning Resolution and/or Subdivision Regulations. **Due upon application.**

\$75

_____ \$ _____

BZA Public Notice: Applicant Pays Newspaper
BZA Certified Letters: Applicant Pays Post Office

Conditional Use Permits

Application fee to offset costs for submitting a request to obtain a Conditional Use Permit or Special Exception from the County Board of Zoning Appeals. **Due upon application.**

\$300

_____ \$ _____

Renewals \$300
BZA Public Notice: Applicant Pays Newspaper
BZA Certified Letters: Applicant Pays Post Office

Traffic Impact Study Analysis Fee

Offsets costs associated with review of a study prepared by a licensed Civil Engineer;explains impact proposed development will have in the general vicinity of the project area. **Required for all Subdivisions over 50 lots, and for all Nonresidential Development at the discretion of the County Engineer. Due upon submittal/upon request of County Engineer.**

\$1,000

\$

Critical Lot Plan Review Fee

Offsets costs associated with review of Surveyed plan to be provided to County for lots deemed "Critical" by the County due to slope, risk of flooding etc. **Payable at the time of application for a Building Permit. Plan must be completed and approved by County Engineer & Building Codes Director prior to issuance of a Building or Land Disturbance Permit**

\$750 per lot

\$

Residential Subdivision Plans Review Fee

Offsets costs associated with preliminary field review of all proposed lots and technical review of associated roadway and drainage construction plans and drainage and water quality calculations as applicable. **Payable upon application for Preliminary Plat approval for Major Subdivisions, and upon application for Final Plat approval for Minor Subdivisions.**

\$200 per lot

\$

Residential Subdivision Construction Inspection Fee: \$100 per lot

Offsets costs associated with construction inspection for all new residential lots including lot grading and installation of physical infrastructure, including roads detention facilities and culverts. **Payable following approval of Preliminary Plat for Major Subdivisions and prior to signature of Final Plat for Minor Subdivisions.**

\$100 per lot

\$

Nonresidential Plans Review Fee

Offsets costs associated with preliminary field review of all proposed Nonresidential Developments and technical review of associated roadway and drainage construction plans and drainage and water quality calculations as applicable. **Payable upon application for Site Plan approval for all Commercial and Industrial properties**

\$500 + \$250 acre

\$

Nonresidential Construction Inspection Fee

Offsets costs associated with onging construction inspection for all new Nonresidential developments to include installation of physical infrastructure including roads, detention facilities and culverts. **Payable upon application for a Land Disturbance Permit for all Commercial and Industrial Properties.**

\$1,000 + \$100/acre

\$

TOTAL FEES SUBMITTED:

\$

DATE:

____ / ____ / ____

OFFICE USE ONLY:

DATE: _____

AMOUNT PAID: _____

CHECK #: _____

RECEIPT: _____

RECEIVED BY: _____