

ROBERTSON COUNTY REGIONAL PLANNING COMMISSION

REVISED 12/05/2019

APPLICATION FOR ZONING MAP AMENDMENT

DATE FILED: _____ **MEETING DATE:** _____

1. NAME OF APPLICANT OR DEVELOPER: _____ **PHONE:** _____

ADDRESS: _____
(Street No. and Name)

(City) (State) (Zip Code)

2. PROPERTY OWNER: _____ **PHONE:** _____

ADDRESS: _____
(Street No. and Name)

(City) (State) (Zip Code)

3. LAND SURVEYOR: _____ **PHONE:** _____

ADDRESS: _____
(Street No. and Name)

(City) (State) (Zip Code)

4. LOCATION OF PROPERTY: On the _____ side of _____
(Road)

5. TAX MAP NUMBER(S) _____ **PARCEL NUMBER** _____

PLEASE CONTACT PROPERTY OWNERS IN THE AREA THAT COULD BE AFFECTED BY THIS REQUEST INFORMING THEM OF YOUR PROPOSAL. (A signed petition by the property owners can be helpful.)

6. TOTAL ACREAGE: _____

CURRENT ZONING CLASSIFICATION: _____

(PLEASE INCLUDE ANY PREVIOUS OWNERS AND ZONING CHANGES IF KNOWN. ALSO PROVIDE COPY OF DEED OR ANY OTHER HISTORICAL INFORMATION DATED BACK TO 1972.)

PROPOSED ZONING CLASSIFICATION: _____

VOTING DISTRICT: _____

7. PROVIDE A DETAILED WRITTEN STATEMENT ON THE PURPOSE OF THE REZONING AND THE PROPOSED USE OF THE PROPERTY (A SKETCH PLAN MAY BE REQUIRED IF DEEMED NECESSARY BY THE PLANNER)... THIS LETTER MUST BE DATED AND SIGNED. NO ZONING APPLICATION SHALL BE ACCEPTED UNLESS THE APPLICANT HAS HAD A PRIOR MEETING WITH THE PLANNER.

ROBERTSON COUNTY REGIONAL
PLANNING COMMISSION APPLICATION
FOR ZONING MAP AMENDMENT

Page 2

8. **PROVIDE A LETTER FROM THE WATER UTILITY PROVIDING SERVICE TO THE AREA INDICATING THAT THEY HAVE THE CAPABILITY TO PROVIDE SERVICE FOR THE PROPOSED USE. (This also includes the provision of fire hydrants.)**
9. **A MAP OR SURVEY DRAWN TO THE SPECIFICATIONS ESTABLISHED IN SECTION 11-9 OF THE ROBERTSON COUNTY ZONING RESOLUTION SHALL BE PROVIDED.**

WE WOULD MAKE THE SUGGESTION THAT IN ORDER TO COMPLY WITH YOUR REQUEST TO REZONE, YOU HIRE A STATE OF TENNESSEE LICENSED ENGINEER OR SURVEYOR. IT IS DIFFICULT FOR THE AVERAGE PERSON WHO IS NOT TRAINED IN THIS TYPE OF WORK TO PREPARE THE INFORMATION REQUIRED.

10. **SHOW ALL DWELLINGS AND ACCESORY BUILDINGS ON THE MAP.**
11. **First submittal: FIVE (5) FULL SIZE COPIES. Second submittal: FIFTEEN (15) COPIES: (FIVE (5) FULL SIZE COPIES AND TEN (10) REDUCED 11" X 17" COPIES) are required. Failure to submit the corrected second submittal will result in the item being deferred until a future meeting.**
12. **This application with all applicable documents must be in this office no later than twenty-one (21) days prior to the first Thursday of each month by 2:00 P.M. (with no exceptions) unless the meeting date is changed. All 2nd submittals must be turned in on (Monday) prior to the meeting by 2:00 P.M. (with no exceptions).**
13. **ALL REZONING FEES ARE PAYABLE AT THE TIME THE APPLICATION IS SUBMITTED FOR REVIEW AS PER THE ROBERTSON COUNTY PLANNING COMMISSION FEE SCHEDULE AND A \$5.00 DOCUMENT AND RECORDS FEE.**
14. **A REZONING SIGN WILL BE PROVIDED BY THE OFFICE AND POSTED ON YOUR PROPERTY PRIOR TO THE PLANNING COMMISSION MEETING. THIS SIGN MUST REMAIN IN PLACE UNTIL FINAL ACTION IS TAKEN ON THE REQUEST BY THE COUNTY BOARD OF COMMISSIONERS. STAFF WILL CHECK PERIODICALLY TO ENSURE THE SIGN IS ON SITE AND VISIBLE. AFTER FINAL ACTION BY THE COUNTY BOARD OF COMMISSIONERS, DO NOT REMOVE THE SIGN, STAFF WILL REMOVE THE SIGN FROM YOUR PROPERTY AS SOON AS POSSIBLE.**
15. **CHANGES IN ZONING CLASSIFICATION ARE TO BE PRESENTED FIRST TO THE PLANNING COMMISSION FOR A RECOMMENDATION AND SECOND TO THE COUNTY COMMISSION FOR ACTION TO AMEND THE ZONING MAP.**

16. **PERSON RESPONSIBLE FOR ATTENDING MEETINGS:** _____
PHONE NUMBER _____
Email _____

17. **ALSO, ONLY THE OWNER OF THE PROPERTY CAN OFFICIALLY REQUEST A CHANGE IN ZONING AND SHOULD BE PRESENT FOR BOTH THE PLANNING COMMISSION AND COUNTY COMMISSION MEETING. IT IS MANDATORY THAT THE APPLICANT OR HIS REPRESENTATIVE ATTEND THE MEETING, FAILURE TO NOT HAVE A REPRESENTATIVE AT THE MEETING WILL RESULT IN THE ITEM BEING DEFERRED UNTIL A FUTURE MEETING.**

Owner's Signature at Time of Application. If Ownership Changes Prior to Planning Commission or County Commission Meetings, Please Notify this Office in Writing Immediately.)

ROBERTSON COUNTY REGIONAL
PLANNING COMMISSION APPLICATION
FOR ZONING MAP AMENDMENT

Page 3

OWNER'S SIGNATURE: _____

(Owner's Signature)

DATE: _____

Upon preparing to appear before the Planning Commission, please keep in touch with the Planning Office so that we may assist you. To do this will save you much time and even more added expense. (Planning Office Telephone Number is (615) 384-3666.)

After this property has been rezoned, a subdivision plat or site plan meeting the requirements of the Robertson County Planning Commission must be approved and all plats must be recorded in Register's Office for lots to become legal. Prior to the plat or site plan being considered, a fee for the request shall be paid in accordance with the attached fee schedule.

ROBERTSON COUNTY

PLANNING COMMISSION MEETING DATES

2020

<u>MONTH</u>	<u>SUBMITTAL DATE</u>	<u>STAFF REVIEW MEETING</u>	<u>FINAL SUBMITTAL</u>	<u>MEETING DATE</u>
JANUARY	12-12-19	12-18-19	12-23-19	1-2-20
FEBRUARY	1-16-20	1-22-20	1-27-20	2-6-20
MARCH	2-13-20	2-19-20	2-24-20	3-5-20
APRIL	3-12-20	3-18-20	3-23-20	4-2-20
MAY	4-16-20	4-22-20	4-27-20	5-7-20
JUNE	5-14-20	5-20-20	5-26-20*	6-4-20
JULY	6-11-20	6-17-20	6-22-20	7-2-20
AUGUST	7-16-20	7-22-20	7-27-20	8-6-20
SEPTEMBER	8-13-20	8-19-20	8-21-20	9-3-20
OCTOBER	9-10-20	9-16-20	9-21-20	10-1-20
NOVEMBER	10-15-20	10-21-20	10-26-20	11-5-20
DECEMBER	11-12-20	11-18-20	11-23-20	12-3-20

* Date moved due to Holiday

Other dates may be moved due to meeting conflicts

12/4/19

11-9.1 General

Zone boundaries as shown on the Official Zoning Atlas (Map) may be amended, supplemented, changed, modified, or repealed according to the provisions of this Resolution by the Robertson County Commission.

The approval of zoning map amendments by the County Commissioners shall be preceded by a finding that the request meets one of the following requirements:

- A. The Growth Plan has been amended and the Zoning Atlas (Map) needs to be brought into conformance with the revised plan; or,
- B. A mistake was made in mapping the original Map. That is, an area is, and has been, developing in a manner and purpose different from that for which it was mapped. It must also be demonstrated that this result was not intended, since the County may have intended to stop an undesirable land use pattern from spreading; or,
- C. Conditions have changed, such as new roads or utilities investments, making another location more favorable for development; or,
- D. Growth rates have changed, thereby increasing the need for additional development land in the County.
- E. Public necessity, convenience, general welfare, or good zoning practice requires that a change be made.

11-9.2. PROCEDURE FOR MAP AMENDMENTS

- A. Applications
 - 1. Applications for any change, either of district boundaries or classification of property as shown on the Zoning Map, shall be submitted to the County Planning Commission at its public office. Applications shall be on such forms, and shall be accompanied by such data and information, as may be prescribed for that purpose by the Planning Commission, so as to assure the fullest practicable presentation of facts for the permanent record.
 - a. Any person or persons desiring a change in the zoning classification of property shall file with the application a statement giving the names and addresses of adjacent property owners to the Planning Commission.
 - b. Each application shall be verified by at least one (1) of the owners or lessees of property within the area proposed to be reclassified, attesting to the truth and correctness of all facts and information presented with the application.
 - 2. Applications for zoning map amendments are to be submitted on forms provided by the Planning Office.
 - 3. Applications for either map or text amendments shall not be withdrawn from consideration by the Planning Commission after notice has been given as required by Subsection D.

B. Documents

Each application for rezoning shall include the following information:

1. A letter from the owner stating the zoning district being requested and the reason the zoning map amendment is requested.
2. The name and address of the owner of the property at the time the application is being submitted along written designation of any person being designated by the owner to represent the request.
3. Written legal description of the area to be rezoned including the tax map and parcel number. A digital copy of the legal description in Microsoft Word shall be provided to the planning office a minimum of two (2) weeks prior to the request being considered by the Planning Commission. A printed copy of the legal description can be omitted if the digital copy is presented with the application.
4. All applications for developments that will require any water utility development (including fire hydrants) shall provide the following information:
 - a. Applicant shall provide to the Planning Commission at the time the zoning district amendment is requested, information from the water utility information on the size of the water line and whether adequate pressure exists for the placement of fire hydrants on the line.
 - b. In the event that an adequate water supply does not exist to provide flows for fire hydrants, the developer shall provide documented information from the water utility that they can provide adequate flows to serve a "Residential Sprinkler System" or that improvements to the existing system are feasible.
 - c. Any zoning request or proposed subdivision that will create only two (2) new lots on tracts, where further subdivision is not possible are exempt from this requirement, except for subdivisions of a previously divided large tract or five (5) acre developments.
 - d. The subdivision or resubdivision creates no additional building lots or tracts are exempt from the requirement.
 - e. Subdivisions where there are existing principal structures on all lots are exempt from this requirement.
 - f. Any area without adequate water pressure to support a fire hydrant or a residential sprinkler system will not be recommended for R-40 or a higher density zoning or be approved as a subdivision.
5. When deemed necessary by the Planning Commission a "Traffic Impact Study" will be required or for residential zoning requests that could allow more than seventy-five (75) lots or for commercial industrial requests exceeding forty (40) acres.
6. A list of the names and address of all adjacent property owners including those on the opposite side of the road from the applicant's property.
7. Applicant shall submit survey map of the area being requested for a zoning map amendment. This survey map shall be at a scale of no less than 1" = 100" and no larger than 1" = 30" feet. The use of smaller scales for large tracts is permissible provided the scale is approved by the Planning Office prior to submittal. The first submittal shall include,

six (6) full sized copies and the second submittal requires, fifteen (15) copies (five (5) full size copies and ten (10) reduced 11" x 17" copies).

8. The survey map for zoning map amendments shall include the following:
 - a. A survey map with a title, north arrow, graphic scale, date of the survey map, civil district, tax map and parcel number and the acreage of the property. If the entire parcel is not requested for a zoning change then the acreage of the remaining portion of the property shall be included on the map.
 - b. The exact boundary of the as determined by a field survey or other means giving angles to the nearest minute and distances to the nearest one hundredth (1/100) of a foot.
 - c. Location, names and existing public right-of-way of all public roads that the property fronts on.
 - d. The location and width of any existing utility, drainage, access or other private easement that exists on the property.
 - e. Location and size of the water line providing service to the tract along with the location of the nearest fire hydrant.
 - f. The location, size, type and current use any structure presently on the property.
 - g. Names and address of all adjacent property owners including those on the opposite side of the road from the property shown in relation to the applicant's property.
 - h. Each applicant is required to pay a \$10.00 fee for a notification sign to be placed on the property. The notification sign shall be placed on the property a minimum of fourteen (14) days prior to the Planning Commission meeting that the item will be considered and shall remain in place until final action by the Board of County Commissioners. All tracts proposed for a zoning map amendment in addition to the notification sign shall be clearly marked with stakes or pins and flagged.

C. Fees

Each application for an amendment to the Zoning Map shall be accompanied by either a fee, in the amount established in the Planning and Zoning Fee Schedule established by the County Board of Commissioners. This to cover the approximate procedural and review costs of the application. Under no condition shall said fee be refunded for any reason.

D. Planning Commission Public Hearing and Recommendations

Before submitting its recommendations on a proposed zoning map amendment to the County Commissioners, the Planning Commission shall consider the request at a public meeting. Notice of the request for a zoning map amendment will be given to all adjacent property owners (taken from the tax rolls) by mail prior to the date of the hearing. The notice shall state the place and time of the meeting. When the Planning Commission has completed its recommendations on a proposed amendment, it shall certify the same to the County Commissioners and submit a report detailing the recommendations and how they meet the regulations set forth in the Zoning Ordinance.

E. Board of County Commissioners and Public Hearing

After receiving the Planning Commission's certification of recommendations on a proposed amendment, but before adoption of such amendment, the County Commissioners shall hold a public hearing.

1. Notice of the time and place of the public hearing shall be given at least fifteen (15) days prior to that date in a newspaper of general circulation in the Robertson County. In addition, notices of the date and time of the public hearing notices mailed prior to the Planning Commission meeting will include the date and time of the public hearing.
2. A sign providing notice of the time, place, and subject of the proposed amendment available through the Planning Office shall be posted by the petitioner in a prominent location on the subject property at minimum of fourteen (14) days prior to consideration by the Planning Commission.
3. Neither an application for zoning map amendment nor the recommendations of the Planning Commission shall be withdrawn from consideration of the County Commissioners except in writing by the applicant a minimum of four (4) hours prior to the time of the meeting.

E. Decisions

After holding the public hearing, the County Commissioners shall consider such recommendations and vote on the adoption of the proposed amendment. The proposed amendment shall become effective with a favorable vote by a majority of the membership present of the County Commission except in cases where the Planning Commission made a recommendation not to adopt the amendment which requires approval by a majority of the entire membership of the County Commission.

F. Failure to Notify

The intention of this Subsection is to provide due notice of proposed zoning amendments to all persons who may be interested in or affected by the changes. Failure to notify, as provided in Subsections D and E above, shall not invalidate any recommendation of the Planning Commission, provided that such failure was not intentional. The intention of this Subsection is to provide, as well as possible, due notice to persons substantially interested in a proposed change, that an application to make a change in the Zoning Maps or regulations set forth in this Resolution, is pending before the Planning Commission.

G. Repeat Applications

Whenever any petition for an amendment, supplement, or change of the zoning or regulations herein contained (or subsequently established) has been denied by the County Commissioners, no new petition covering the same property for the same zoning classification can be filed with, or considered by, the Commissioners for a period of six (6) months has elapsed from the date of the original filing.

ROBERTSON COUNTY PLANNING AND ZONING FEE SCHEDULE

RESOLUTION NO. **071519067**

IT IS, HEREBY, RESOLVED BY THE ROBERTSON COUNTY PLANNING AND ZONING FEE SCHEDULE BE REPEALED AND REPLACED WITH A NEW FEE SCHEDULE TO READ, AS FOLLOWS:

EFFECTIVE August 1, 2019

ROBERTSON COUNTY, TENNESSEE

Residential Permit Fee Schedule

Single Wide Mobile Homes Permit	\$350.00
New Residential Construction, Including Doublewide mobile homes, modular homes, Additions, covered porches, garages, carports, Storage buildings.	
Type A (Includes Zoning Compliance Permit)	\$.35 per sq. ft.
Type B (Building Permit Only)	\$.35 per sq. ft.
Residential Remodeling or Renovation	\$.25 per sq. ft.
Swimming Pools	
Above Ground Pool	\$50.00
In Ground Pool	\$50.00
House Moving Permit	\$175.00
Documents and Records Fee	\$ 5.00

Commercial and Industrial Permit Fee Schedule

<u>Total Valuation</u>	<u>Fee</u>
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\$1,000 and less No fee, unless inspection required, in which case a \$30.00 fee for each inspection shall be charged.

\$1,001 - \$15,000	\$30.00 for the first \$2,000 plus \$8.00 for each additional thousand or fraction thereof, to and including \$15,000.
\$15,000 - \$50,000	\$134.00 for the first \$15,000 plus \$7.00 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 - \$100,000	\$379.00 for the first \$50,000 plus \$6.00 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 - \$500,000	\$655.00 for the first \$100,000 plus \$4.50 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 - and up	\$2,455.00 for the first \$500,000 plus \$3.50 for each additional thousand or fraction thereof.

Signs Permits	\$55.00 for the first \$1,000.00 plus \$3.00 for each additional thousand or fraction thereof.
Plumbing Permits	\$ 75.00 for new and existing construction.
Mechanical Permits	\$ 75.00 for new and replacement construction.
Documents and Records Fee	\$ 5.00

Permit fees apply to all new construction and the replacement of any existing construction. Building permits are good for two (2) years, but if construction is not commenced within six (6) months the permit shall expire. Permits may be renewed for a period not to exceed one year provided the renewal is applied for prior to the permit expiring.

Permits for swimming pools are good for six (6) months and can only be renewed for three (3) months providing the pool is not capable of holding water.

Construction Prior to Obtaining a Permit: When construction is commenced prior to a Zoning Compliance Permit being obtained the permit fee shall be double the amount set out in this section.

This fee schedule is established by the Robertson County Commission and is subject to change at any time.

Other Fees

Residential Subdivision Plat Review Fees

Minor Plats (1-5 Lots)	\$ 70.00 plus \$ 7.00 per lot
Preliminary Plats	\$140.00 plus \$14.00 per lot.
Construction Plans	\$140.00 plus \$14.00 per acre
Final Plats	\$ 70.00 plus \$ 7.00 per lot.
Reviews Requiring Outside Engineering Review	Billed on Actual Cost from Vendor

Commercial/Industrial Subdivision Plat Review Fees

Preliminary Plats	\$210.00 plus \$20.00 per lot.
Construction Plans	\$210.00 plus \$20.00 per acre.
Final Plats	\$140.00 plus \$14.00 per lot.
Reviews Requiring Outside Engineering Review	Billed on Actual Cost from Vendor

*** All outside engineering fees shall be paid prior to the secretary of the Planning Commission signing the final plat,**

Site Plans (Residential, Commercial and Industrial)

Agricultural and Single Family Residential Uses	\$ 70.00 plus \$ 7.00 per acre.
Multi-family Residential and Commercial Uses	\$140.00 plus \$14.00 per acre.
Light, General and Heavy Industrial Uses	\$210.00 plus \$20.00 per acre.
Special Impact Uses	
Preliminary Site Plans	\$3,500.00 plus \$14.00 per acre.
Final Site Plans	\$3,500.00 plus \$15.00 per acre.
Planned Unit Developments	\$ 425.00 plus \$ 7.00 per acre.
Rezoning Request	
Changes to AG-1, AG-2, RP-80, R-40 and R-30	
Five (5) acres or less	\$175.00 plus \$12.00 per acre
Greater than five (5) acres	\$460.00 plus \$12.00 per acre
Changes to R-20, C-1, C-2, C-3 and C-4	
Three (3) acres or less	\$230.00 plus \$12.00 per acre
Greater than three (3) acres	\$460.00 plus \$12.00 per acre

Changes to I-1 and I-2	
Three (3) acres or less	\$350.00 plus \$12.00 per acre
Greater than three (3) acres	\$575.00 plus \$12.00 per acre
Changes to I-3	
All tract sizes	\$3,000.00 plus \$10.00 per acre
Changes for Planned Unit Developments	
All tract sizes	\$575.00 plus \$10.00 per acre
Rezoning in Springfield Planning Region	\$100.00

Reviews Requiring Outside Engineering Review Billed on Actual Cost from Vendor

* **All outside engineering fees shall be paid prior to any building permit being issued.**

Board of Zoning Appeals	\$190.00
Construction Board of Appeals	\$350.00
Adequate Facilities Tax	
Residential	\$ 1.00 per sq. ft.
Commercial/Industrial	\$.30 per sq. ft.
Documents and Records Fee	\$ 5.00

This resolution shall be in force immediately after its passage the public welfare demanding it.

Recommended By the Robertson County Regional Planning Commission

Bill Jones

 Chairman Robertson County Planning Commission

6-6-2019

 Date

Approved and Adopted by the Board of County Commissioners.

July 15, 2019

 Date

William Vogle

 Robertson County Mayor

Angie Groves

 Robertson County Clerk