

CITY OF LEBANON, TENNESSEE

Planning Commission Application Rezoning – Specific Plan District Information and Checklist



Title of Project _____

Street Location _____

Tax Map/Group Number _____ Parcel _____

Total Acreage _____

Approval Requested:

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Subdivision _____ No. of Lots | <input type="checkbox"/> Annexation & Zoning _____ Acres/Zoning _____ |
| <input type="checkbox"/> Final Subdivision _____ No. of Lots | <input type="checkbox"/> Rezoning _____ Acres/From _____ to _____ |
| <input type="checkbox"/> Non-Residential Site Plan _____ Bldg. Sq. Ft. | <input type="checkbox"/> Specific Plan District _____ Acres |
| <input type="checkbox"/> Residential Site Plan _____ No. of Units | <input type="checkbox"/> Other _____ |

Owner/Developer:

Name _____

Address _____

Telephone _____

Email _____

Surveyor/Engineer:

Name _____

Address _____

Telephone _____

Email _____

Information required for all applications:

- Cover Letter or Written Narrative Explaining the Purpose of the Request
- Fourteen (14) Folded Copies of all Required Information
- One (1) Digital Copy
- Non-refundable Application Fee (See current fee schedule)

Date Application Filed: _____ Date of Requested Planning Commission Meeting: _____

200 North Castle Heights Avenue • Lebanon, TN 38087 • (615) 444-3647 • Fax (615) 444-1515

CITY OF LEBANON, TENNESSEE

Planning Commission Application Rezoning – Specific Plan District Information and Checklist



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TCA 134-304(a) states, in part, “The Commission shall approve or disapprove a plat within thirty (30) Days after submission of such plat...” By signing this application, the applicant (and owners, as applicable) acknowledge that items for consideration by the Planning Commission shall be considered submitted when all required information, a completed submittal application, and fee have been received by the City of Lebanon by noon (12:00 pm) on the fourth Wednesday of every month. The Planning Commission agenda will be finalized approximately two (2) weeks after the submittal deadline. You may call (615) 444-3647 to verify placement of an item on the agenda.

Failure by the applicant to address all the requirements of the City of Lebanon Zoning Ordinance and/or Subdivision Regulations may result in a deferral or denial of the proposed development by the Lebanon Planning Commission.

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the City of Lebanon and conditions imposed by the applicable commissions of the City. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

Signature of Applicant

Signature of Owner (If different from applicant provide a copy of contract showing involved parties)

As the applicant or the applicant’s agent, I understand that it is my sole responsibility to notify my client of the time, date and location of the Preliminary Planning Commission and Planning Commission meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these meetings.

Special Notes: The City of Lebanon Planning Commission encourages Developers of any significant project to schedule a pre-submittal conference with the Planning Staff. This conference will include representatives from the Engineering Department and any other department as appropriate.

The Planning Commission also encourages Developers to host an informational meeting with the neighboring community prior to presentation of the project at the Planning Commission meeting.
Has a meeting been held? _____ YES _____ NO

Signature of Applicant or Applicant’s Agent

CITY OF LEBANON, TENNESSEE

Planning Commission Application Rezoning – Specific Plan District Information and Checklist



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I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

Signature of Person Completing & Submitting this Application

14-604. Specific Plan (SP) Zoning Districts.

- (1) **Purpose.** This section establishes a legislative procedure for context sensitive development. Compatibility with the land uses described in the most currently adopted Land Use Plan may be considered by City Council. The zoning districts promote flexibility in the location, integration, and arrangement of land uses, buildings, structures, utilities, access, transit, parking and streets. While providing additional flexibility for the developer, the zoning district also provides greater certainty as to the resulting development. The SP district is a zoning district, not an overlay district.
- (2) **Applicability.** A specific plan (SP) zoning district may be applied to any property.
- (3) **Procedure.** The procedure for creating or modifying an SP zoning district is the text and map amendment procedure established in Chapter 12, §§ 14-1201 to 14-1205 (“Text Amendment Procedure”), and this Section.
 - (a) **Initiation.** Any City of Lebanon public official or any other person or entity with ownership interest in the subject property, may file an application to create an SP zoning district.
 - (b) **Application.** An application to create an SP zoning district must be filed with the Planning Director. Prior to submitting an application to create an SP zoning district, the applicant and their design professional are required to attend a pre-application conference with members of the Planning and Engineering Staff. The pre-application conference must be pre-scheduled and the councilperson for the ward in which the property is located will be invited to attend the pre-application conference. Other staff may also be invited to the pre-application conference as requested by the applicant or design professional or as determined to be appropriate by the Planning or Engineering Staffs. A complete application must include the following:
 - (i) A draft SP ordinance that includes zoning district text that addresses the elements of subsection (4), below.

CITY OF LEBANON, TENNESSEE

Planning Commission Application Rezoning – Specific Plan District Information and Checklist



- (ii) A map of the land area within which the SP ordinance will apply. (This will be adopted as part of the Official Zoning Map pursuant to § 14-219(2).
 - (iii) A draft amendment to § 14-219 (classification of districts) that lists the proposed SP district.
 - (iv) A written document describing the existing conditions on the property and how the proposed use(s) will be consistent with the principles and objectives of the adopted Land Use Plan.
 - (v) Copy of current letter indicating water and sewer availability from the appropriate water and/or sewer provider.
 - (vi) A statement that the applicant agrees to be bound by the standards and procedures in the draft ordinance or, if the draft ordinance is altered during the Text Amendment Procedure, any standards and procedures that the applicant consents to during the process.
- (c) **Processing.**
- (i) The Planning Director will refer a complete application to the Planning Commission. The Planning Commission will then process the application using the Text Amendment Procedure outlined in Chapter 12 of the Zoning Ordinance.
 - (ii) The Planning Director will return an incomplete application to the applicant along with an explanation of the deficiencies.
 - (iii) If the Planning Commission alters or modifies the draft SP zoning district, the applicant may agree to the changes, withdraw the application, or state its disagreement with the changes. Nothing in this section requires the Planning Commission to recommend approval to City Council of an application if they disagree with the draft SP zoning district.
 - (iv) Upon City Council rezoning property to SP by proper ordinance, development plans such as site plans shall follow the review and approval procedure as outlined in the Zoning Ordinance. Development plans for subdivision plats shall follow the review and approval procedure as outlined in the Subdivision Regulations.

(4) **SP Zoning District Text.**

- (a) **Contents.** While there is no set “type” of SP zoning district, as each one is unique, there will be different levels of detail required, depending on what is to be accomplished by the SP zoning district and any distinctive site characteristics of the property for which the SP zoning district is proposed. The SP zoning districts shall substantially conform to the layout and format of the zoning district regulations

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CITY OF LEBANON, TENNESSEE

Planning Commission Application Rezoning – Specific Plan District Information and Checklist



established in Chapters 2 through 5 of this Title 14. The SP zoning district shall be labeled “SP-“ followed by a use classifier (R – Residential, C- Commercial, I – Industrial/Manufacturing or MU – Mixed Use), and a unique suffix (e.g., “SP-MU-Lebanon Acres”).

The SP zoning district shall include details regarding the following elements, either as written text, illustrations, tables or exhibits:

- (i) A list or table of land uses that will be permitted. Based on the uniqueness of the SP zoning district there shall be no allowances for uses permissible on appeal.
- (ii) Required lot area, lot widths, yards, and bulk regulations.
- (iii) Dimensional and massing standards such as floor area ratio, building coverage, height, and facade length.
- (iv) Landscaping standards including proposed open space, screening and buffering standards.
- (v) Sign standards.
- (vi) Parking standards.
- (vii) Accessory building standards.
- (viii) Building material and architectural design standards.
- (ix) Parks and open space standards.
- (x) Street, water, sewer, stormwater management, including natural gas, electric, streetlights and other infrastructure standards.
- (xi) Detailed development plan showing the proposed layout of the entire property with respect to uses, potential road, lot and/or building configurations.
- (xii) Detailed information regarding anticipated traffic volumes, impact to existing roads and need for improvements based on detailed development plan.
- (xiii) Information related to drainage patterns and preliminary plans for drainage, including preliminary detention calculations. If the City Engineer or other professional engineering studies determines that drainage problems exist off the site of the proposal and the proposed development could exacerbate those problems, the Planning Director may require a broader and more global assessment of drainage issues be submitted.
- (xiv) Detailed development and phasing plan for the entire property.
- (xv) Digital data file registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83).

CITY OF LEBANON, TENNESSEE

Planning Commission Application Rezoning – Specific Plan District Information and Checklist



- (xvi) Any other standards deemed necessary and/or appropriate by the Planning, Engineering, Cross-Connection, and/or Fire Departments.
 - (xvii) Any other standards deemed necessary and/or appropriate by the Planning Commission.
 - (xviii) Any other standards deemed necessary and/or appropriate by the City Council during the legislative text amendment process.
- (b) **SP Zoning District Ordinance.**
- (i) Standards need not be uniform for the entire development. If standards are not uniform, provide an illustration, table or written document clarifying where those standards are proposed.
 - (ii) Site plans, subdivision plats or other permits that are processed after the SP zoning district is approved must comply with the City of Lebanon's Subdivision and Stormwater Regulations.
- (c) **Effect.** If the City Council adopts the SP zoning district, the SP zoning district replaces any zoning district regulations previously in effect for the property or land area. All uses, development activity, permits, site plans, subdivision plats, and certificates of occupancy shall conform to the standards that are established in the SP zoning district.

(5) City Council Actions

- (a) The City Council will consider the elements and standards that are proposed by the applicant during the legislative process. If adopted, they will become codified as part of the Zoning Ordinance.
- (b) Upon recommendation by the Planning Commission, the City Council will review the application for an SP zoning district. An SP zoning district application with a negative recommendation from the Planning Commission may be considered by the City Council. Under the legislative power of the City Council to amend the Zoning Ordinance, the council may approve, disapprove or approve subject to conditions. If the council makes any substantial changes, alterations or establishes conditions, the application for an SP zoning district shall be returned to the Planning Commission for review. The City Council may then take final action to approve or disapprove the application using the Text or Map Amendment Procedures outlined in Chapter 12 of the Zoning Ordinance.

CITY OF LEBANON, TENNESSEE

Planning Commission Application

Rezoning – Specific Plan District Information and Checklist



- (c) Notwithstanding any provision of this ordinance or law to the contrary, the actions of the City Council in approving or disapproving a SP zoning district shall specifically be a legislative act as authorized by Tennessee Code Annotated § 13-7-204.

(6) Severability

Each section, subsection, paragraph, sentence, and clause of this ordinance, including any codes and ordinances adopted by reference, is hereby declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence or clause in this ordinance shall not affect the validity of any other portion of this ordinance and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted therefrom.

The following information is requested to comply with Ordinance 07-3203.

Title of Project _____



CITY OF LEBANON
PLANNING AND ZONING
INTEREST DISCLOSURE FORM

The undersigned does hereby warrant and affirm, to the best of his/her knowledge and belief, that no employee and/or public official of or for the City of Lebanon, Tennessee, or a member of such employee's or public official's immediate family, shall receive, or has received, any monetary or other consideration, directly or indirectly, either past or in the future, relative to the subject transaction or business for which application is being made.

____ YES

____ NO

If "NO," please disclose in full detail any monetary or other consideration any employee and/or public official of or for the City of Lebanon, Tennessee, or a member of such employee's or public official's immediate family, shall receive, or has received, either directly or indirectly, including the source for such consideration

Applicant (Printed)

Applicant (Signed)

STATE OF TENNESSEE COUNTY OF WILSON

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, _____, known to me to be the person who signed the foregoing instrument, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office this the _____ day of _____, _____.

Notary Public

My Commission Expires: _____