

CITY OF LEBANON, TENNESSEE

Planning Commission Submittal Specific Plan Checklist



Title of Project _____

An application to create an SP zoning district must be filed with the Planning Department.

Pre-application Conference Required:

Prior to submitting an application to create a Regular, Hybrid or Text Only SP zoning district, the applicant and their design professional are required to attend a pre-application conference with members of the Planning, Economic Development, Utilities and Engineering Staff. The pre-application conference must be prescheduled 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 City Staff.

Neighborhood Meeting Required:

The applicant shall hold a neighborhood meeting. They shall invite all property owners in subdivisions within 100 feet of the SP Boundary or any property owner within 100 feet that is not in a subdivision. A letter of invitation shall be sent with a brief description of the SP proposal, the date, time, and location of the neighborhood meeting. A copy of the invitation shall also be provided to staff. The neighborhood meeting shall be held prior to the Preliminary Planning Commission meeting.

A complete application must include the following:

- A draft SP ordinance that includes zoning district text that addresses the elements of subsection (4), below.
- 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 Section 14.1209).
- A draft amendment to Chapter 4, Section 14.401 (Establishment of Districts) that lists the proposed SP district.
- A written document describing the existing conditions on the property and how the proposed use(s) will be reasonably consistent with the principles and objectives of the adopted Land Use Plan. Uses in Specific Plan Districts are limited to only the uses allowed in a zoning district that corresponds to the Future Land Use Plan.
- Copy of current letter that indicates water and sewer availability from the appropriate water and/or sewer provider.

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- 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.
- A narrative explaining the benefit this SP brings to the City beyond what would otherwise be required of and be achieved by a similar development under an existing zoning district in the City.
- A mailing list of property owners notified of the public hearing and a copy of the mailed letter.

Note: A complete submittal does not constitute or guarantee approval. Nothing in this section is intended to limit the City Council's authority to rezone property.

Regular SP Zoning District

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

- A list or table of land uses that will be permitted. This list is limited to uses allowed in the Future Land Use Plan. Based on the uniqueness of the SP zoning district there shall be no allowances for uses permissible on appeal.
- A zoning District that is closest to the SP
- A list of changes from the closest zoning district
- Required lot area, lot widths, yards, and bulk regulations.
- Dimensional and massing standards such as floor area ratio building coverage, height, and facade length.

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- Sign standards.
- Accessory building standards.
- Building material and architectural design standards
- Four-sided architectural elevations of all buildings
- Detailed development plan showing the proposed layout of the entire property with respect to uses, potential road, lot and/or building configurations.
- Detailed development and phasing plan for the entire property.
- Digital data file registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83).
- Any other standards or documentation deemed necessary and/or appropriate by the Planning, Engineering, Traffic Engineering, Utilities, Cross-Connection, or Fire Departments, Planning Commission and/or City Council; included but not limited to:
 - Landscaping standards including proposed open space screening and buffering standards
 - Parking standards
 - Parks and open space standards
 - Street, water, sewer, stormwater management, including natural gas, electric, streetlights and other infrastructure standards
 - Preliminary Traffic Study to the satisfaction of the City Traffic Engineer
 - Information related to drainage patterns and preliminary plan for drainage, including preliminary detention calculation.
 - Detailed phasing plan
- Proposed SP amendments from a landowner or developer shall include a table identifying standards related to landscaping, parking, building materials, architectural design standards, parks and open space, street, streetlights and other infrastructure items. The table shall also include the standards of the closest existing zoning district in the City to the proposed SP.

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Hybrid SP Zoning District

The Hybrid SP application type provides a zoning option for where a detailed list of regulations specific to the site being zoned are established while also providing a high level of site design details that vary in the amount of detail and finality as further described in this section.

A Hybrid SP application shall meet all requirements of a Text Only SP plus the following details depicted on a layout plan and other visual graphics as needed.

a. Connectivity

- Exact locations of connections to existing roads and adjacent properties that are being required in this SP.
 - These connections shall be made.
- Possible location of connections to existing roads and adjacent properties
 - The location of these connections may change with final plan approvals, but the quantity and intent of the connections shall not.
- Preliminary internal road network
 - The exact layout may change with final plan approvals. Planning Commission will determine at this stage if the network is in keeping with the intent of the SP layout and the requirements of the SP text.

b. Subdistricts

- Each subdistrict shall be shown on the layout plan and corresponding regulations for each shall be included in the SP text.
 - Generally, subdistricts shall be categorized as one of the subdistrict types listed below (Subdistrict Groups), but others may be approved by City Council.
- Subdistrict Groups
 - Intensity of development falls into the following categories. If it is unclear Planning Commission may determine where a subdistrict falls onto this scale.
 - Level 1
 - Open Space
 - Level 2
 - Single-family & Two-family Residential
 - Level 3
 - Mixed Housing (<8 units per building) & Mixed-use
 - Level 4
 - Multi-family (>8 units per building), Commercial & Light Industrial
 - Level 5
 - Heavy Industrial

c. Landscape Buffers

- When landscape buffers are required in the text of an SP the location shall be depicted on the SP layout plan and minimum width noted.

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d. Environmental Features

- Location of streams (stream order indicated), wetlands, and flood zones within the SP and within 600 feet of the SP boundary.
- Slopes exceeding 10% grade.
- Tree canopy areas that are to remain.

e. Architecture

- Specific architectural elevations for any buildings being expressly proposed within the SP.
- A palate of building types and architectural styles that are envisioned for the SP and each subdistrict when no specific building design is provided.
 - The exact building design will be considered with final plan approvals. Planning Commission will determine with final plan approval if the proposed building elevations are in keeping with the intent of the SP palate and the design requirements of the SP text.

Text SP Zoning District

The Text SP zoning district shall include details regarding the following:

- The Text Only SP worksheet. (See example A)
- A zoning district that is closest to the Specific Plan.
- A list of changes from the closest zoning district.
- A complete list of any additional standards or conditions not already included the Text Only SP Worksheet.

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EXAMPLE A

SPECIFIC PLAN ZONING REGULATION DETERMINATION FORM

1. SP Name

2. SP Type

- Residential
- Commercial
- Industrial/Manufacturing
- Mixed Use

3. Closest existing zoning district (choose 1)

- RR CN
- RS20 CD
- RS12 CS
- RS9 CG
- RD9 CO
- RS6 OP
- RM6 DMU
- R2 IP
- RP2 IL
- UC IH

4. Uses Permitted

- Dwelling, single-family
- Dwelling, two-family
- Dwelling, townhouse
- Dwelling, multi-family
- Dwelling, mobile home
- Apartment Hotel
- Boarding or Rooming Houses
- College/University Dormitory & Greek Houses
- Administrative
- Community Assembly
- Community Education
- Cultural and Recreation Services
- Essential Services
- Extensive Impact Facilities
- Health Care Facilities
- Intermediate Impact Facilities
- Personal and Group Care Facilities
- Adult Intertainment
- Animal Care/Shelter and Vet Services
- Automotive Parking
- Automotive Repair and Cleaning
- Automotive Servicing
- Building Materials and Farm Equipment
- Consumer Repair Services
- Construction Sales and Services
- Convenience Commercial
- Entertainment and Amusement Services
- Financial, Consulting, and Administrative
- Food and Beverage Services
- Food Service Drive-in and Drive Thru
- General Business and Communication Services
- General Personal Services
- General Retail Trade
- Group Assembly
- Medical and Professional Services
- Transient Habitation
- Transport and Warehousing
- Undertaking Services
- Vehicular, Craft, and Related Equipment Sales
- Wholesales
- Light Industrial/Manufacturing
- Medium Industrial/Manufacturing
- Heavy Industrial/Manufacturing
- Agricultural Services
- Crop and Animal Rasing
- Mining and Quarrying
- Plant and Forest Nurseries
- Other

5. Uses Prohibited

Any use not specifically allowed

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SPECIFIC PLAN ZONING REGULATION DETERMINATION FORM

6. Minimum Lot Area

sq. ft.
 sq. ft. *for each additional unit if more than one residential unit is permitted per lot*

7. Minimum Lot Width at Building Line

ft.

8. Minimum Building Setbacks

Front ft.
 Rear ft.
 Side ft.
 Corner ft.
 other *specify (distance in ft.) and instance*

9. Maximum Building Height

ft.
 other *specify (in ft.) and instance*

10. Building Area (building lot coverage)

%

11. Accessory Structures (residential only)

Permitted? Yes No
 Max. Area ft.
 Max. Height ft.
 Setback ft. *(minimum 5 ft. off side & rear)*

12. Sidewalks and Planting Strip

Minimum Planting Strip Width	Sidewalk Width	Street Tree Location
<input type="checkbox"/> 5 ft	<input type="checkbox"/> 5 ft	<input type="checkbox"/> planting strip
<input type="checkbox"/> 6 ft	<input type="checkbox"/> 6 ft	<input type="checkbox"/> well/planter/grate
<input type="checkbox"/> 7 ft	<input type="checkbox"/> 7 ft	
	<input type="checkbox"/> 8 ft	

13. Planting Strip Character

- grass
- grass, low shrubs, perennials, or groundcover plantings
- well/planter/grate
- well/planter/grate with street furnishings every 100 ft (bike racks, lighted bollards, benches, trash cans, etc.)

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SPECIFIC PLAN ZONING REGULATION DETERMINATION FORM

14. Minimum Foundation Planting Width

- 6 ft.
 8 ft.

15. Foundation Planting Character

- a. Two (2) Medium Evergreen Shrubs as specified in Section 14.805.D.6 for every thirty (30) feet of building façade; b. Eight (8) Small Evergreen or Deciduous Shrubs (or a combination thereof) of at least two different species as specified in Section 14.805.D.6 for every thirty (30) feet of building façade. The shrub requirement may also be met with a combination of shrubs and ornamental grasses; c. One Class II Shade Tree or two (2) Ornamental Trees as specified in Section 14.805.D.6 for every fifty (50) feet of building façade.
- a. Two (2) Medium Evergreen Shrubs as specified in Section 14.805.D.6 for every thirty (30) feet of building façade; b. Eight (8) Small Evergreen or Deciduous Shrubs (or a combination thereof) of at least two different species as specified in Section 14.805.D.6 for every thirty (30) feet of building façade. The shrub requirement may also be met with a combination of shrubs and ornamental grasses; c. One Class I Shade Tree, two (2) Class II Shade Trees, or three (3) Ornamental Trees as specified in Section 14.805.D.6 for every sixty (60) feet of building façade.
- a. Two (2) Medium Evergreen Shrubs as specified in Section 14.805.D.6 for every thirty (30) feet of building façade; b. Eight (8) Small Evergreen or Deciduous Shrubs (or a combination thereof) of at least two different species as specified in Section 14.805.D.6 for every thirty (30) feet of building façade. The shrub requirement may also be met with a combination of shrubs and ornamental grasses; c. Two Class I Shade Trees, three (3) Class II Shade Trees, four (4) Ornamental Trees, or a combination thereof to achieve a minimum of four (4) trees as specified in Section 14.805.D.6 for every ninety (90) feet of building façade.
- a. Two (2) Large Evergreen Shrubs as specified in Section 14.805.D.6 for every thirty (30) feet of building façade; b. Four (4) Medium Evergreen Shrubs as specified in Section 14.805.D.6 for every thirty (30) feet of building façade; c. Eight (8) Small Evergreen or Deciduous Shrubs (or a combination thereof) of at least two different species as specified in Section 14.805.D.6 for every thirty (30) feet of building façade. The shrub requirement may also be met with a combination of shrubs and ornamental grasses; and d. Two Class I Shade Trees, three (3) Class II Shade Trees, four (4) Ornamental Trees, or a combination thereof to achieve a minimum of four (4) trees as specified in Section 14.805.D.6 for every ninety (90) feet of building façade.

16. Buffer Matrix

abutting properties	this SP				
RR	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
RS20	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
RS12, RS9, RD9	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
RS6, RM6, R2	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
CD, DMU	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
OP, CN, CS	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
CO, RP2, CG	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
IP, IL	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
IH	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
County	<input type="checkbox"/> n/a	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D

Buffer Types

Type A 10 feet deep Landscape Yard installed with the following: 1) One (1) row of large evergreen shrubs spaced a maximum of ten (10) feet apart, or two (2) staggered rows of medium evergreen shrubs spaced a maximum of six (6) feet apart; and 2) One (1) row of Class II Shade Trees spaced a maximum of thirty (30) feet on-center.

Type B 20 feet deep Landscape Yard installed with the following: 1) Two (2) staggered rows of large evergreen shrubs spaced a maximum of ten (10) feet apart, or three (3) staggered rows of medium evergreen shrubs spaced a maximum of six (6) feet apart; and 2) One (1) row of Class I Shade Trees spaced a maximum of fifty (50) feet on-center.

Type C 20 feet deep Landscape Yard installed with the following: 1) Six (6) feet tall masonry wall, fence, or combination thereof along the property line; and 2) Two (2) staggered rows of large evergreen shrubs spaced a maximum of ten (10) feet apart, or three (3) staggered rows of medium evergreen shrubs spaced a maximum of six (6) feet apart; and 3) One (1) row of Class I Shade Trees spaced a maximum of fifty (50) feet on-center.

Type D Thirty (30) Feet deep Landscape Yard installed with the following: 1) Eight (8) feet masonry wall, fence, or combination thereof along the property line; and 2) One (1) row of small evergreen trees spaced a maximum of twenty (20) feet apart; and 3) One (1) row of large evergreen shrubs spaced a maximum of ten (10) feet apart, or two (2) staggered rows of medium evergreen shrubs spaced a maximum of six (6) feet apart; and 4) One (1) row of Class I Shade Trees spaced a maximum of fifty (50) feet on-center.

17. Minimum Transparency

Choose either for All OR 1st & Upper Stories

- ALL n/a 10% 15% 20% 30%
- 1st Story n/a 10% 15% 20% 30%
- Upper Stories n/a 10% 15% 20% 30%

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. Any regulation not expressed in this document shall comply with the Zoning Code and Subdivision Regulations in relation to the zoning district indicated in question 3 of this document, or the closest existing district, at time of plan submittal.