

6300 Hillsboro Pike

Nashville, TN 37215

Application for Planning Commission

Date submitted: _____

Meeting Date: _____

Project Address: _____

Project Name: _____

Size of Lot: _____ Zoning: _____ Parcel #: _____

Subdivision & Lot #: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number(s): Home: _____ Cell: _____

Email address: _____

PROJECT APPLICANT APPLICATION

Company Name: _____ Contact: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number(s): Home: _____ Cell: _____

Email address: _____

APPLICATION TYPE

(Check all that apply)

Concept Plan _____

Preliminary Plat _____

Final Plat _____

Zoning Request _____

Other _____

CRITICAL LOTS

A lot is designated as critical when it is created within the Hillside Protection Overlay District, Flood Plain District, or Contains slippage soils

Does your plat contain critical lots? _____ (y/n)

If yes, please describe nature of critical lots:

DESCRIPTION OF PROJECT

Signature of Owner or Owner's Agent: _____

Fees Due: _____ Form of Payment: _____ Cash _____ Check _____

Received by: _____ Date: _____

Receipt #: _____

Notice of Public Disclosures: All documents, including, but not limited to applications, plans, drawings, designs, and all other written materials filed with the City of Forest Hills Board of Zoning Appeals shall be available to the general public for inspection and copy in accordance with the Tennessee Open Records Law

2017 Planning Commission Calendar

IMPORTANT DATES

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Applications due Dec 9, 2016 for Jan 19 Mtg

JANUARY 19

Meeting 6:00 pm

Applications due for Feb mtg Jan 6

FEBRUARY 16

Meeting 6:00 pm

Applications due for March mtg Feb 3

MARCH 16

Meeting 6:00 pm

Applications due for April mtg March :

APRIL 20

Meeting 6:00 pm

Applications due for May mtg April 7

MAY 18

Meeting 6:00 pm

Applications due for June mtg May 5

JUNE 15

Meeting 6:00 pm

Applications due for July mtg June 9

JULY 20

Meeting 6:00 pm

Applications due for Aug mtg July 7

AUGUST 17

Meeting 6:00 pm

Applications due for Sept mtg Aug 11

SEPTEMBER 21

Meeting 6:00 pm

Applications due for Oct mtg Sept 8

OCTOBER 15

Meeting 6:00 pm

Applications due for Nov mtg Oct 6

NOVEMBER 16

Meeting 6:00 pm

Applications due for Dec mtg Nov 10

DECEMBER 21

Meeting 6:00 pm

Applications due for Jan mtg Dec 8

Applications are due

Meeting day

Signs are posted on property

Packets are delivered

Planning Commission

Winston Evans*	Em Ghianni	John Lovell
David Waller	Clay Jackson	Lanson Hyde
Jim Gardner	Blair Myers	Henry Trost
Brian Dougherty	*Chairman	

City Staff (615-372-8677)

Amanda Deaton-Moyer, City Manager
 Jamie Dupré, City Assistant



Requirements to Appear Before the Planning Commission

1. Complete the application and provide materials detailed on the checklist. All materials shall be provided with the application. The City **will not** take piece-meal applications. (Providing different material at different times). Any discretion to this rule will be made by the City Manager.
2. The fee is due with the application:
 - Plans are due in the City Office at least **41 days prior** to the desired meeting date. (See Calendar for details)
 - Concept plan: Min fee of \$400 (\$250 fee & \$150 review fee)
Preliminary Plat: Min fee of \$150
Final Plat: Min fee of \$50+ \$15
 - The City Engineer & Planner will review and provide comments regarding changes or additional material required. Plans should be returned within 5 days of receiving comments. (Discretion to this rule will be determined on a case by case basis)
3. Applications will not be accepted after 2:00pm on the day applications are due. Applicants must call and make an appointment to submit documents.
4. Each applicant must purchase a Public Notice sign from Fast Signs and deliver at the time of application. The City will post the sign in the right-of-way, in front of the property. The sign will be posted at least fifteen (15) days prior to the meeting date. Failure to maintain the placement of the sign through the meeting day may result in the application being deferred (at the applicants' request) or denied.
5. It is highly recommended that the applicant review pertinent sections of the Subdivision Regulations. These regulations guide the Planning Commission Process. The Subdivision Regulations can be found on the City of Forest Hills website.
6. It is the applicant's responsibility to prepare *and present* sufficient material and information, in order for the Members to reach a determination in the matter. You may ask staff to show examples of exceptional presentations.
7. When you submit plans, one must be a digital copy, preferably a pdf, emailed to Amanda.deaton@cityofforesthills.com

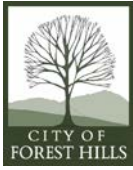


Preliminary Plat Submission

1. After concept plan is approved, the applicant must immediately indicate to the City a desire to submit a preliminary plat so that proper notice can be sent to surrounding neighbors and Commission.
2. From the date of Concept Plan approval applicant has 5 business days to submit the preliminary plat application, the application fee and the preliminary plat, providing details outlined on the checklist.
3. Applications will not be accepted after 2:00pm on the day applications are due. Applicants must call and make an appointment to submit documents.
4. Each applicant must purchase a Public Notice sign from Fast Signs and deliver at the time of application. The City will post the sign in the right-of-way, in front of the property. The sign will be posted at least fifteen (15) days prior to the meeting date. Failure to maintain the placement of the sign through the meeting day may result in the application being deferred (at the applicants' request) or denied.

Final Plat Submission

1. After preliminary plat is approved, the applicant must immediately indicate to the City a desire to submit a final plat so that proper notice can be sent to surrounding neighbors and Commission.
2. From the date of preliminary plat approval applicant has 5 business days to submit the final plat application, the application fee and the final plat, providing details outlined on the checklist.
3. Applications will not be accepted after 2:00pm on the day applications are due. Applicants must call and make an appointment to submit documents.
4. Each applicant must purchase a Public Notice sign from Fast Signs and deliver at the time of application. The City will post the sign in the right-of-way, in front of the property. The sign will be posted at least fifteen (15) days prior to the meeting date. Failure to maintain the placement of the sign through the meeting day may result in the application being deferred (at the applicants' request) or denied.



Plans Required

Concept Plan:

- 4 sets of plans and a pdf at time of submittal (41 Days Prior)
- 14 sets of plans and a pdf after making changes required by engineering and planning review (due 5 business days after receiving notice of change)

Preliminary Plat:

- 4 sets of plans and a pdf due 5 days after concept plan approval
- 14 sets of plans and a pdf after making changes required by engineering and planning review (due 5 business days after receiving notice of change)

Final Plat:

- 4 sets of plans and a pdf due 5 days after preliminary plat approval
- 14 sets of plans and a pdf after making changes required by engineering and planning review (due 5 business days after receiving notice of change)



CONCEPT PLAN CHECKLIST

Date of Submission: _____

Information

Subdivision Name: _____

Parcel # _____ Current Zoning: _____

Contact Person: _____ Telephone: _____

Address: _____ Email: _____

Checklist

____ Legal Description of subject property

Map(s) of the subject showing the following:

____ Property boundary or boundaries

____ Total Acreage (original and ones being platted)

____ Contours/Topography at a no greater than a 5 foot interval

____ Location, width, and name of all proposed streets identified as either public or private

____ Location of existing and proposed sewers, water mains, culverts and other underground facilities within the development, indicating pipe sizes.

____ Existing utility and drainage easements on all property lines.

____ Vicinity Map

____ Existing right-of-way

____ Existing Street widths

____ Minimum required set back lines

____ Front yard

____ Road Frontage

____ Side yard

____ Width at building setback

____ Rear yard

____ Side yard if fronting on a street

____ Preliminary stormwater runoff calculations show that the drainage will not adversely affect adjoining property or roadways.

If project contains critical lots

(Critical Lots are defined as lots created within the Hillside Protection Overlay District, the Flood Plain Overlay District, or contains slippage soil).

____ Map of Flood Plan (if applicable)

____ Map of Slippage Soils (if applicable)



CONCEPT PLAN CHECKLIST

Date of Submission: _____

____ Map of Hillside Protection overlay and steep slopes



PRELIMINARY PLAT CHECKLIST

Date of Concept Plan Approval: _____

Information

Subdivision Name: _____

Parcel # _____ Current Zoning: _____

Contact Person: _____ Telephone: _____

Address: _____ Email: _____

Checklist

General Information on Plat

- ___ Name of Subdivision
- ___ North Point
- ___ Drawn to scale of one (1) inch equals one-hundred (100) feet. In the case of large lot subdivisions, plat shall be drawn to a scale sufficient to clearly delineate the subdivision.
- ___ Location map should indicate:
 - ___ Scale: 1" = ___'
 - ___ NTS (Not to Scale)
- ___ Title Block indicates:
 - ___ Forest Hills, Davidson County, Tennessee
 - ___ Date
 - ___ Total Acres in subdivision
 - ___ Linear feet of new street
 - ___ Owner: Name, Address, phone
 - ___ Designer: Name, Address, phone (Stamp and Signature required)
- ___ Graphic scale of existing property lines
- ___ Proposed property lines
- ___ Existing streets
- ___ Proposed streets
- ___ Existing utilities
- ___ Proposed utilities
- ___ Easements for drainage
- ___ Easements for utilities



PRELIMINARY PLAT CHECKLIST

Date of Concept Plan Approval: _____

- _____ Proposed Drainage including culverts (sizes) and ditches
- _____ Street names
- _____ Open space areas
- _____ Proposed rights of way and widths (if applicable)

Identification of Natural Resources (indicate acreage and please identify on map)

Acres:

- _____ Flood plain with 100 year flood plan indicated
- _____ Flood Way
- _____ Wetlands
- _____ Unstable soils
- _____ Drainage ways
- _____ Slopes greater than 30%
- _____ Slopes between 20% and 30%
- _____ Slopes between 15% and 20%
- _____ Forested Areas

_____ Detail any efforts to be undertaken to comply with zoning standard with regard to natural resources.

- _____ Identification of any historic stacked walls, cemeteries, streams, or bodies of water
- _____ Identification of existing structures
- _____ Square Feet and acreage of each lot
- _____ Lot numbers
- _____ Building envelopes
- _____ Parcel #'s of each adjacent property
- _____ Contours/Topography at a no greater than a 5 foot interval

Other plans and information

- _____ Addressed Concept Plan conditions of approval
- _____ Name, address, and phone of the engineer
- _____ Name, address, and phone of the adjoining neighbors
- _____ Draft Proposal of articles of incorporation/ bylaws or covenants of the homeowners association (if applicable)



PRELIMINARY PLAT CHECKLIST

Date of Concept Plan Approval: _____

- _____ Proposed water and sewer plans or and or commitment from the Metropolitan Water and Sewer Department of the adequacy and availability of water and sewer
- _____ Street plans
- _____ Letter from Metro Public Works, Engineering Divisions, indicating review for duplication of street names and assigning addresses
- _____ Grading plan and drainage plans for the development indicating general flow of drainage and methods for detention or retention of excess run off due to development.
- _____ Stormwater runoff calculations show that the drainage will not adversely affect adjoining property or roadways.
- _____ Erosion control plans indicating methods of erosion control

If project contains critical lots

(Critical Lots are defined as lots created within the Hillside Protection Overlay District, the Flood Plain Overlay District, or contains slippage soil).

- _____ Notation of Critical Lots on full plat
- _____ Geotechnical study and associated construction plan (if applicable- hillside protection and slippage soils_)
- _____ Proper Buffers for the building envelopes of floodway, flood plain, and steep slope (as indicated in the zoning ordinance)
- _____ Professionally developed grading plans that mitigate flooding and or slippage issues



FINAL PLAT CHECKLIST

Date of Preliminary plat Approval: _____

Information

Subdivision Name: _____

Parcel # _____ Current Zoning: _____

Contact Person: _____ Telephone: _____

Address: _____ Email: _____

Checklist

___ Addressed Preliminary Plat conditions of approval

General Information on Plat

___ Name of Subdivision

___ North Point

___ Drawn to scale of one (1) inch equals one-hundred (100) feet. In the case of large lot subdivisions, plat shall be drawn to a scale sufficient to clearly delineate the subdivision.

___ Location map should indicate:

___ Scale: 1" = ____'

___ NTS (Not to Scale)

___ Title Block indicates:

___ Forest Hills, Davidson County, Tennessee

___ Date

___ Total Acres in subdivision

___ Linear feet of new street

___ Owner: Name, Address, phone

___ **Designer/Surveyor**: Name, Address, phone (Stamp and Signature required)

___ Seal

___ Graphic scale

___ Boundary lines (lengths measured to the nearest foot and decimals to the nearest hundredth)

___ All lengths measured dimensioned in feet and decimals to the nearest hundredth

___ The values of all true bearings and angles dimensioned in degrees and minutes



FINAL PLAT CHECKLIST

Date of Preliminary plat Approval: _____

____ Boundary lines and parcel #'s of adjoining properties not part of subdivision (indicated with dotted lines)

____ Zoning

____ Minimum required setback lines (building envelopes)

____ Front yard

____ Side Yard

____ Side yard if facing street

____ Rear yard

____ Street names

____ Location of dedicated streets and associated widths

Curve Data: ____ angles ____ Radii Tangents ____ Lengths

____ Existing buildings

____ Easements with dimensions and designation of type (utility, access, drainage etc)

____ Proposed rights of way and widths (if applicable)

Existing and proposed public utilities with locations types and sizes

____ Water lines ____ Fire hydrants ____ Sanitary sewers

____ Storm sewers ____ Culverts ____ Other Utilities

____ Open space areas

____ Identification of any historic stacked walls, cemeteries, streams, or bodies of water

____ Square Feet and acreage of each lot

____ Lot numbers

____ Articles of incorporation/ bylaws or covenants of the homeowners association (if applicable)

____ Standard notes

____ Certifications

____ Ownership

____ Survey

____ Approval of Water and Sewer

____ Approval of Streets and Drainage

____ Approval of Recording

____ Concrete monuments

____ Iron Pins

If project contains critical lots



FINAL PLAT CHECKLIST

Date of Preliminary plat Approval: _____

(Critical Lots are defined as lots created within the Hillside Protection Overlay District, the Flood Plain Overlay District, or contains slippage soil).

- ____ Notation of Critical Lots on full plat
- ____ Construction plans to address (erosion/grading/etc) flooding, erosion, and slippage (where applicable)
- ____ Proper Buffers for the building envelopes of floodway, flood plain, and steep slope (as indicated in the Zoning Ordinance)

APPENDIX D – PLAT CERTIFICATES

Certificate of Ownership and Dedication:

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon as evidenced in Instrument Number _____, Register's Office of Davidson County, Tennessee, and that I (we) hereby adopt the plan of subdivision of the property as shown hereon and dedicate all public roads, utilities, easements and other facilities as noted. No lot or lots as shown hereon will again be subdivided, resubdivided, altered or changed so as to produce less area than hereby established until otherwise approved by the Forest Hills Planning Commission.

_____, 2014
Owner _____ Date _____

Title (if acting for partnership or corporation)

Certificate of Survey:

I hereby certify that the hereon shown subdivision plat represents a Class "___" survey having an unadjusted ratio of precision of 1: _____ and is true and correct. Approved monuments have been placed as indicated.

_____, 2014
Surveyor _____ Date _____
Tenn. Registered Surveyor No.: _____

Certificate of Approval of Water and Sewer System:

I hereby certify that: (1) the water and sewer systems designated in _____ Subdivision have been installed in accordance with Metropolitan Water and Sewer Department specifications, or (2) a performance agreement and letter of credit in the amount of \$ _____ for the water system and \$ _____ for the sewer system has been posted with the City of Forest Hills, Tennessee to assure completion of such system.

_____, 2014
Supt. Metropolitan Water & Sewer Department _____ Date _____

