



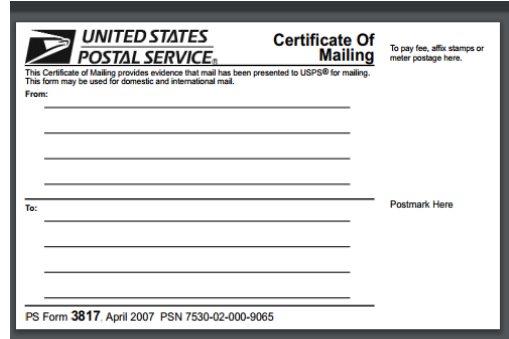
## Procedure to be Heard by the City of Forest Hills

### Municipal Planning Commission

1. **Preliminary Meetings:** Applicants may wish to schedule preliminary meetings with the City Manager to discuss project and gain preliminary direction on submittal details. Multiple meetings may be held with the City Manager and/or her designees. The purpose of these meetings is to assist applicants with the application process and submittal of technical documents.
2. **Participation in mandatory Application Review Meeting:** All Planning Commission applicants must participate in an application review meeting with City Staff. These meetings are held the 4<sup>th</sup> Thursday of each month, from 2:00 PM to 4:30 PM. *Applicants must call the City Manager to secure their meeting spot.* During this meeting, City staff and project representatives will conduct a technical review of the formal application submittal. If any corrections or suggestions are made regarding the application, a date certain shall be established for the corrected materials to be returned to City Hall.
3. **Mandatory Notification Procedures:** Two forms of public notification are required by the applicant: public notice sign and notification letter.
  - ✓ **Signs:** Each applicant must purchase a Public Notice sign in such form and size as approved by the City. Fast Signs is the City's preferred vender for sign production. The applicant or a representative thereof must **post the sign in front of the property in the right-of-way at least fourteen (14) days before the date of the Planning Commission meeting with a photograph or other acceptable proof of such proper posting submitted to the City.**
  - ✓ **Letters:** Once the parameters of the project are identified, applicants should draft the **mandatory notification letter, which should be mailed no later than 9 days in advance of the meeting.** Applicants are strongly encouraged to email the draft letter to [Amanda.Rhinehart@cityofforesthills.com](mailto:Amanda.Rhinehart@cityofforesthills.com) for review prior to mailing the letter to area recipients. The contents of the notification letter must, at a minimum, include the following information:
    - A. Date, Time and Location of the Planning Commission meeting,

- B. A description of the project (consolidation plat, subdivision of property, etc.) and
- C. City Hall phone number if residents have questions about the application - (615) 372-8677.

- ✓ **Certificates of Mailing:** Applicant must obtain a *Certificate of Mailing* when the mandatory notification letters are sent. This official record shows the date your mail was presented to USPS for mailing and is only available at the Post Office. **The mailing date on those Certificates must indicate a date at least 9 calendar days in advance of the scheduled Planning Commission meeting.**



- ✓ **Creating the Mailing List:** Applicants should use the Nashville.gov feature to generate the mailing list: <http://maps.nashville.gov/CreateMailingList/>
  - A. On the top bar, select parcels by “Address”.
  - B. To the right, enter in address, and Zip Code.
  - C. Then, enter “300” for buffer distance. Click “search”.
  - D. The program will then generate a list that can be exported.
  - E. A copy of the mailing list must be provided to the City when the application is submitted for review.

- 4. **Attendance at the Planning Commission Meeting:** The owner of the property, or the owner's representative, must attend the Planning Commission meeting at City Hall to present and discuss the request. Failure to appear will result in an automatic deferral to the next regular Planning Commission meeting.

It is the applicant’s responsibility to prepare and present sufficient material and information for the Planning Commissioners to make an informed determination on the application.

**5. Due Dates**

**DUE BY THE 4<sup>TH</sup> MONDAY OF EACH MONTH, 2:00 PM:**

- ✓ Completed application with required signatures.

*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 public for inspection and copy in accordance with the Tennessee Open Records Law.*

- ✓ Remittance of review fee.
- ✓ Checklist appropriate to the project
- ✓ 3 **scaled** hard copies of 24x36 sized (minimum) site plans, landscaping plans, etc.
- ✓ Notification Letter mailing list

**DUE 14 DAYS BEFORE THE PLANNING COMMISSION MEETING:** Photographic evidence of the posted public notice sign(s) on subject property emailed to the City Assistant and City Manager.

**DUE 9 DAYS BEFORE THE PLANNING COMMISSION MEETING:** Original *Certificates of Mailing* submitted to City Hall. Copies will not be accepted. A copy of the letter sent to area residents, with an affidavit from the applicant attesting to authenticity. Failure to submit timely will result in delay of hearing by the Planning Commission.

**City of Forest Hills**  
**Application for the Municipal Planning Commission**



**TYPE OF APPLICATION:**

- |  |                                  |
|--|----------------------------------|
| <input type="radio"/> CONCEPT PLAT     | <input type="radio"/> FINAL PLAT |
| <input type="radio"/> PRELIMINARY PLAT | <input type="radio"/> REZONING   |

**Property Owner Information**

Property Owner of Record Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Number:(    ) \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Representative:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION:**

1. Property Address \_\_\_\_\_

2. Name of Subdivision: \_\_\_\_\_

3. Parcel ID: \_\_\_\_\_

4. Zoning Designation: \_\_\_\_\_
5. Hillside Protection Overlay? \_\_\_\_\_
6. Floodplain Overlay? Please indicate Map and Panel Number: \_\_\_\_\_
7. Total Square Footage of Parcel: \_\_\_\_\_
8. Total Area of Anticipated Land Disturbance: \_\_\_\_\_
9. Current Total Square Footage Under Roof: \_\_\_\_\_

**Impervious surfaces** include building footprint, roofs, sidewalks, patios, driveways, walls, and paved/concrete/asphalt surfaces.

---

**Disturbances** over 2,500 square feet requires a land disturbance permit.  
Disturbances over 10,000 square feet require SWPPP & EPSC

10. **Proposed** Total Square Footage Under Roof: \_\_\_\_\_
11. Current Impervious Surface Coverage: \_\_\_\_\_
12. **Proposed** Impervious Surface Coverage: \_\_\_\_\_

**Required Meetings:**

- ✓ **Application Review Meeting:** Thursday, \_\_\_\_\_, at \_\_\_\_\_, Forest Hills City Hall, 6300 Hillsboro Pike, Nashville, TN, 37215
- ✓ **Planning Commission Meeting:** Thursday, \_\_\_\_\_ at 6:00 PM, Forest Hills City Hall, 6300 Hillsboro Pike, Nashville, TN, 37215

**Required Signatures:**

\_\_\_\_\_  
Property Owner of Record Signature

\_\_\_\_\_  
Applicant Representative

*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 public for inspection and copy in accordance with the Tennessee Open Records Law.*