



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
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DATE RECEIVED: _____
RECEIVED BY: _____

PLANNING COMMISSION CHECKLIST FOR *REZONING*

**SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM
AND ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW**

Applications and all supporting plans and documents are to be submitted by 3pm of the filing deadline day. Applications will not be accepted unless all materials required are included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details, and refer to the Economic and Community Development Department's calendar of meetings for filing deadlines and meeting dates.

Please check (x) all applicable items. (See application for exact number of copies to be submitted)

1. COMPLETED, SIGNED APPLICATION AND OWNERSHIP DISCLOSURE FORMS
2. LETTER OF INTENT including a justification of the rezoning per Sec. 23-66, addressing the following with written responses:
 - a. Changes in population, both of the area proposed to be rezoned and in the surrounding areas;
 - b. Changes in existing road patterns or traffic, including traffic volumes, and also including the development of new roadways in the vicinity;
 - c. The need for rezoning based upon changes in whatever is classified as the "neighborhood" (which may not necessarily be limited to what one would think of as a relatively concise area), and which may include changes in population, development trends, and the existing character of nearby property and/or changes that have occurred in the character of nearby property;
 - d. The effect of the requested change in zoning on adjoining or nearby property.
3. COPY OF DEED.
4. WRITTEN, ITEMIZED RESPONSES TO PREVIOUS SKETCH PLAN/PRE-APPLICATION COMMENTS (if applicable)
5. NOTIFICATION VICINITY MAP AND PUBLIC NOTIFICATION MAILING LABELS
 - a. () A map identifying the subject property and showing all properties within **500 feet**, and names of their owners, plus the names of surrounding subdivisions
 - b. () A list, on plain paper, of the names and mailing addresses of all owners of property, as well as Neighborhood Association Presidents, and residents (in not the same as property owner) within **500 feet** of the subdivisions
 - c. () A list, on gummed mailing labels, of the names and addresses of all owners of property, as well as Neighborhood Association Presidents, and residents (if not the same as property owner) within **500 feet**, as described in item "b" above subdivisions (**2 sets**)
6. EXISTING CONDITIONS PLAN (Property survey should serve as a base for an existing conditions plan.)

- a. All existing property lines
 - b. Existing buildings, accessory structures, fencing, etc.
 - c. All existing easements
 - d. All existing utilities, including wells, septic tanks, and septic fields
 - e. Contours (2’)
 - f. Location, name and width of existing streets and alleys
 - g. Name(s) of Owner’s of Adjoining Parcels and instrument numbers
 - h. Certification by a licensed civil engineer that the boundaries have been surveyed and are true and correct, and that all encroachments, easements and rights-of-way are shown.
7. CONCEPT PLAN
- a. A plan indicating how the property may be developed for the intended use, while meeting the requirements of the requested zoning district with regard to building setback lines, building height, buffer, landscape and parking requirements.
 - b. Relation to the existing street system.
 - c. Zoning of adjacent tracts.
 - d. Location of buildings on adjacent tracts.
 - e. Names of the owners of all adjoining lots or tracts.
8. REZONING VICINITY MAP
- a. Zoning vicinity map, showing the relationship of the proposed zoning to surrounding existing zoning
9. PLOT PLAN of property to be rezoned, including property descriptions
10. TRAFFIC ANALYSIS (when required)
- a. Adequacy of access streets to serve proposed use
 - b. Effect of project on surrounding streets and intersections
 - c. Improvements that would be needed to public streets - traffic controls
11. FISCAL IMPACT (This may be a section in the letter of intent.)
- a. An assessment of the fiscal impact of the subdivision or project upon the City. Include annual property taxes at build-out, annual sales and occupancy taxes at full occupancy and similar revenues.
 - b. Information on capital investment (amount), job growth/creation (full and part-time jobs) should also be provided, as well as information on non taxable development
12. DIGITAL PLANS
- All documents, including signed application form and plans, shall be **submitted on a thumb drive in PDF format**, suitable for inclusion in a digital presentation (such as PowerPoint).
13. FEES (See fee schedule attached to the application form)

Signature of Design Professional

Engineer

Surveyor

Landscape Architect