



RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION
 One South Public Square, Room 200, Murfreesboro, Tennessee 37130
 OFFICE 615.898.7730 FAX 615.898.7823

REZONING APPLICATION

\$500 Fee

Applicant's Name			
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Applicant's Mailing Address	City	State	Zip
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Phone Number	Fax Number	Email
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The applicant is responsible for notifying the Planning Department if any contact information has changed.

PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Property Owner (If different from Applicant)
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Property Address	City	State Tennessee	Zip
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Tax Map	Group	Parcel	Size of Parcel	Deed Book	Page
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Present Zoning of Property	Present Use of Property
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Do you wish to rezone the entire parcel? YES NO
 If No, how much of the property do you wish to rezone?

NOTE: If you wish to rezone less than the entire parcel, a legal description will be required along with this application.

Please contact your county commissioner and inform her/him of your proposal

County Commissioner	Phone Number	Date Contacted
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PLEASE COMPLETE THE FOLLOWING PROPOSED USE INFORMATION:

A **Concept Plan** drawn to scale showing all existing and proposed buildings, septic system and field line areas, driveways, proposed parking areas, building setbacks, and any other pertinent information regarding the application must be submitted with this form.

Explain **in detail** what you propose to do with this property and outline your long term plans for the property. Please include hours and days of operation. Staff recommends attaching an extra sheet of paper in order to provide more detail on the proposed use of the property.

Have you notified your neighbors about your proposed rezoning/use? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you made application for a business license? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date of Business License Application
Do you plan to have a sign? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many signs and what size(s)?	
Will you employ anyone? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many employees will be on-site?	
What fire department serves the property in question?		
Who provides water service to this property?		
<i>NOTE: A "no" answer to the following questions will require a variance from the appropriate section of the Rutherford County Zoning Resolution. This variance will require scheduling a hearing before the Rutherford County Board of Zoning Appeals at their next available meeting. A separate application with an application fee of \$300 will be required.</i>		
Contact your water service provider for the following information.		
Is there a fire hydrant within 1,000 feet of the property? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If No, can a fire hydrant be installed within 1,000 feet of the property? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is the parking lot to be paved? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will the parking lot have continuous curbing or individual wheel stops? <input type="checkbox"/> YES <input type="checkbox"/> NO		
I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.		
Applicant's Signature	Applicant's Name (Printed)	Date
PLEASE INITIAL THE FOLLOWING POLICIES STATEMENTS TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THEM:		
Please note that this is the first step to completing your rezoning request. Under most circumstances, a professional site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued.		
Applicants Initials_____		
<p>Applicant Deferral/Withdrawal Policy: It is the policy of the Planning Commission that any requests to defer their consideration of a rezoning application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Planning Commission public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.</p>		
Applicants Initials_____		
<p>Commission Deferment/ Denial Policy: When an applicant or their representative is not present at the regularly scheduled meeting of the Planning Commission (PC), the PC shall defer said application to their next scheduled meeting. If the applicant or their representative fails to be present at the next meeting, then the PC shall forward the zoning request on to the Board of Commissioners with a recommendation for denial.</p>		
Applicants Initials_____		

Most rezoning applications require engineered plans, site inspections and building permits upon approval. All buildings must comply with applicable building codes and the American Disabilities Act (ADA) for handicap accessibility. Please contact the Building Codes Department at 615-898-7734 with any questions about building permit application process, fees, or requirements.

Applicants Initials_____

CHECKLIST

Before we can accept your re rezoning application, please make sure you have all the items listed below:

- A completed application including
 - A signed and notarized access affidavit. Notary services are available in our office at no charge.
- A copy of the deed to the property. A concept plan drawn to scale.
- A Letter of Attorney-in-Fact if submitted by anyone other than the current land owner. \$500 application fee.

STAFF USE ONLY

Accepted by

Application Number

AFFIDAVIT NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY

Submit to the Planning Department
One Public Square South, Suite 200, Murfreesboro, TN 37130
(615) 898-7730

I, _____, the applicant and requestor of this Zoning appeal process, hereby grant the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Rutherford County, the Rutherford County Regional Planning Commission, the Rutherford County Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: _____

Date: _____

Witness my hand and official seal at Murfreesboro, Tennessee, this ____ day of _____, 20__.

My Commission Expires: _____

Notary Public