

SUBMITTAL REQUIREMENTS FOR REZONING SECTION 8.090

- _____ 1. **Both application forms** must be filled out completely, including all contact information for all parties listed. The **property owner must sign** the application, or the written and **signed certification** of the owner permitting a representative to sign on the owner's behalf must be on or with the application **and be notarized**.
- _____ 2. A **written description** of the project explaining the rezoning request, purpose and justification for the request, surrounding neighborhood conditions and site conditions.
- _____ 3. A **written legal description** of the subject property including the Rutherford County Tax Plat number and acreage.
- _____ 4. A **label matrix and a photo copy of the label matrix** containing the names and addresses of the adjacent property owners abutting the property, across streets, roads, highways, and/or railways, and waterways which border the applicant's property within 500 feet of the property boundaries.
- _____ 5. **Fee** of \$300.00.
- _____ 6. **10 copies of a map** depicting the property requested for rezoning, **folded** to fit inside an 8 ½ inch by 11 inch file folder. These maps shall be at a scale of no less than 1" = 100' and no larger than 1" = 10' and **show the following information**:
 - a. Title, north arrow, graphic scale, date, civil district, and the acreage of the property to be rezoned.
 - b. Bearings and dimensions of property to be rezoned.
 - c. All roads and easements within or adjoining property to be rezoned.
 - d. Location, size, type and current use of any buildings on the property requested for rezoning.
 - e. Location of the adjoining property owners in relation to the property to be rezoned.
 - f. Setbacks, yards, and transitional buffers shown and labeled for proposed zone
- _____ 7. A digital version of the rezoning plan/map on **Compact Disc (CD)** or **emailed** to the City Planner.
- _____ 8. **Meet the deadline** by submitting at the office of the City Planner by 2:00 pm on Monday, four weeks prior to the planning commission meeting. The **Submittal Log Book** must be filled in by the applicant/representative/runner in order for a submittal to be considered as meeting the deadline.
- _____ 9. The above application must be **supported by any other information** or data as might be deemed necessary by the la Vergne Planning Commission.
- _____ 10. **Any submittal without all of the above information will not be accepted by the City of La Vergne for processing.**

X.

Date:

Signature of City Planner verifying that all submittal requirements have been met

Revised 1/17/07

8.090. Amendments to the Zoning Ordinance and Map.

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or repealed by the City Commission of La Vergne. Any member of the City Commission may introduce such legislation, or any official, board, or any other person may present a petition to the City Commission requesting an amendment or amendments to this ordinance or map. These amendments must be in relation to the Comprehensive Plan and the general welfare of the community.

No amendment to this ordinance or map shall become effective unless it shall have been proposed by or shall have first been submitted to the La Vergne Municipal Planning Commission for review and recommendation. The Planning Commission shall have thirty (30) days, within which to submit its report. If the Planning Commission disapproves the amendment within thirty (30) days, it shall require the favorable vote of a majority of the City Commission to become effective. If the Planning Commission fails to submit a report within the thirty (30) days period, it shall be deemed to have approved the proposed amendment.

No change or departure from the text or maps as certified by the Planning Commission shall be made, unless such change or departure be first submitted to the Planning Commission and approved by it, or if disapproved, received the favorable vote of a majority of the entire membership of the City Commission.

Before enacting an amendment to this ordinance or map, the City Commission shall hold a public hearing thereon, at least fifteen (15) days notice of the time and place of which shall be published in a newspaper of general circulation in the City of La Vergne.

A. Amendment to the Zoning Ordinance

A fee of two hundred fifty dollars (\$250) due and payable at the time of filing of petition shall be posted with requests to amend the zoning ordinance. The fee is to be used by the City of La Vergne to defray costs resulting from such petition and any subsequent amendment of the zoning ordinance. The proposed changes to the ordinance must be submitted digitally on a disc or emailed to the City Planner, along with being printed out in hard copy format. The submittal shall be at the office of the City Planner by 2:00 pm on the Monday, four weeks prior to the planning commission meeting.

B. Amendments to the Zoning Map

Amendments to the zoning map shall be initiated by the filing of an application with the La Vergne Planning Commission. Said application shall contain:

1. Application forms that must be filled out completely, including all contact information for all parties listed. The property owner must sign the application, or the written and signed certification of the owner permitting a representative to sign on the owner's behalf must be on or with the application and be notarized.
2. A written description of the project explaining the rezoning request, purpose and justification for the request, surrounding neighborhood conditions and site conditions.

3. A written legal description of the subject property including the Rutherford County Tax Plat number and acreage.
4. A label matrix and a photo copy of the label matrix containing the names and addresses of the adjacent property owners abutting the property, across streets, roads, highways, and/or railways, and waterways which border the applicant's property within 500 feet of the property boundaries.
5. Fee of \$300.00.
6. 10 copies of a map depicting the property requested for rezoning. These maps shall be at a scale of no less than 1" = 100' and no larger than 1" = 10' and show the following information:
 - a. Title, north arrow, graphic scale, date, civil district, and the acreage of the property to be rezoned.
 - b. Bearings and dimensions of property to be rezoned.
 - c. All roads and easements within or adjoining property to be rezoned.
 - d. Location, size, type and current use of any buildings on the property requested for rezoning.
 - e. Location of the adjoining property owners in relation to the property to be rezoned.
 - f. Setbacks, yards, and transitional buffers shown and labeled for proposed zone
7. A digital version of the rezoning plan/map on Compact Disc (CD) or emailed to the City Planner.
8. Be submitted at the office of the City Planner by 2:00 pm on the Monday, four weeks prior to the planning commission meeting.
9. Any submittal without all of the above information will not be accepted by the City of La Vergne for processing.