

Zone Change Application

City of Portland Planning Department

100 S. Russell Street • Portland, TN 37148

Telephone: (615) 325-6776 • FAX: (615) 325-5345

A. Purpose of Application:					
Current Zoning: <input type="checkbox"/> R-7.5 <input type="checkbox"/> R-10 <input type="checkbox"/> R-15 <input type="checkbox"/> R-40	<input type="checkbox"/> RS-15 <input type="checkbox"/> RS-20 <input type="checkbox"/> RS-40 <input type="checkbox"/> RM-1 <input type="checkbox"/> RM-P <input type="checkbox"/> CBD <input type="checkbox"/> MPO <input type="checkbox"/> NSD <input type="checkbox"/> OPS <input type="checkbox"/> GCS <input type="checkbox"/> ISD	Proposed Zoning: <input type="checkbox"/> R-7.5 <input type="checkbox"/> R-10 <input type="checkbox"/> R-15 <input type="checkbox"/> R-40	<input type="checkbox"/> RS-15 <input type="checkbox"/> RS-20 <input type="checkbox"/> RS-40 <input type="checkbox"/> RM-1 <input type="checkbox"/> RM-P <input type="checkbox"/> CBD <input type="checkbox"/> MPO <input type="checkbox"/> NSD <input type="checkbox"/> OPS <input type="checkbox"/> GCS <input type="checkbox"/> ISD	OFFICE USE ONLY Date Planning Commission Approved: _____ Date of Advertisement: _____ Date Sign Posted: _____ Date City Council 1st Hearing Approved: _____ Date City Council 2nd Hearing Approved: _____	
B. Applicant: Applicant is ¹ Owner or ¹ Authorized agent of owner (Owner's Notarized Written Consent Required)					
Last Name:		First Name:		Corporation or Partnership:	
Street Address:				Unit Number:	Lot Number:
Telephone Number: () - -		Fax Number: () - -		Mobile Number: () - -	
C. Owner (if different from applicant):					
Last Name:		First Name:		Corporation or Partnership:	
Street Address:				Unit Number:	Lot Number:
Telephone Number: () - -		Fax Number: () - -		Mobile Number: () - -	
D. Property Information:					
Property 911 Address:					
Lot Number(s):	Map Number:	Group Number:	Parcel Number:	Civil District:	
Acreage Under Review:			Total Acreage:		
Address Property Zoned and Bounded on the North by:			Address Property Zoned and Bounded on the South by:		
Address Property Zoned and Bounded on the East by:			Address Property Zoned and Bounded on the West by:		
E. Explanation of Request and Proposed uses of the Site: (Use Additional Sheets, if necessary)					
F. Required Submittals:					
<input type="checkbox"/> Completed Zone Change Application Form (18 copies) <input type="checkbox"/> Paid Rezoning Request Fee (as defined in Ordinance No. 01-30) * <input type="checkbox"/> Accurate Surveyor's Description of Property (18 copies) <input type="checkbox"/> Copy of Recorded Deed (18 copies) <input type="checkbox"/> 8 1/2" x 11" map of subject property highlighting area to be rezoned and indicating north direction (18 copies) <input type="checkbox"/> If Applicant is not property Owner notarized consent required (1 original and 17 copies)					
As the Applicant, I (we) hereby state that the facts related in the above application and the documents submitted herewith are true, correct and accurate to the best of my knowledge.					
Signature: _____		Applicant		Date: _____	

* \$100.00 Advertisement Fee to be paid by applicant five (5) working days prior to City Council First reading.

REZONING PROCESS

The Need for Rezoning

When a property owner wants to use land in a way that is not permitted by the zoning of his or her property, the owner must request to rezone the property to a classification which permits the desired use. A rezoning is a legislative action which is considered through a complex process.

Generally, rezonings are justifiable under one of the following three circumstances:

1. When the requested rezoning is consistent with long range land use plans adopted by the appropriate governing body
2. When there was an error or oversight in the original zoning of the property
3. When changes have occurred to conditions in the vicinity of the property which prevent the reasonable use of the property as currently zoned

Applying for Rezoning

If you are the owner of a piece of property and wish to petition for rezoning, you begin the process by submitting an application and filing fee to the Planning Office, located at 100 South Russell Street, Portland, Tennessee, Fred White Municipal Building.

To complete the application you need to know:

1. The map and parcel number of the property as listed with the Sumner County Property Assessor's Office
2. The existing zoning classification and requested zoning change
3. The existing land use and proposed use for the property

Public Notification

City ordinance requires that any rezoning be publicized in a local newspaper because it may affect surrounding property, roads, and public utilities. Public notices are placed in the Gallatin News Examiner 15 days prior to the Legislative hearing and a One Hundred Dollar (\$100.00) advertisement fee is to be paid to the City Records Office 5 days prior to the Legislative hearing. Signs are also posted on the property 15 days prior to the public hearing stating the date, time, and place.

Staff Review

When an application is filed, the planning staff evaluates the request, beginning with an on-site assessment of the property and surrounding area. This field work is needed to determine how the rezoning could impact adjoining land uses. The staff consider which services are available to the site, consult with various departments, and review adopted Sector Plans, the One Year Plan, and the General Plan.

If the rezoning request is consistent with the goals and policies of these adopted plans, then the planning staff will most likely recommend the rezoning. If the request is in conflict or has a potential for harming the surrounding area, the staff may recommend denial. In forming these judgments, the staff is obligated to consider the health, safety, and welfare of the total community as well as the desires of the applicant and neighbors.

A written staff report is prepared for each request and provided to the City of Portland Regional Planning Commission members 7 days prior to the Planning Commission meeting. These reports are also available to the general public at that time.

The Public Hearing

Planning Commission meetings occur on the second Monday of each month at 7:00 p.m. in the City Council Chambers at the Fred J. White Municipal Building. The hearing provides a public forum where petitioners and any opponents can address the commission. The Planning Commissioners then vote on the rezoning request, recommending either approval, denial, or approval of a different zone than the one requested. Planning Commission can also vote to postpone a rezoning decision to a later date, or table it for an indefinite period of time.

Zoning requests recommended for approval are placed on the agenda of City Council for final action. .

Legislative Action

Following the Planning Commission meeting, it typically takes up to two months before the rezoning request receives final approval. City Council requires a 15-day public notice period before hearing the request at the City Council meeting. Also, an approval by City Council requires two readings, normally at successive City Council meetings.