



HISTORIC  
FRANKLIN  
TENNESSEE

# Neighborhood Meeting Notice Application

*Department of Planning and Sustainability*

## APPLICANT INFORMATION:

<b>Name:</b>	Greg Gamble		
<b>Organization:</b>	Gamble Design Collaborative		
<b>Phone:</b>	615.975.5765	<b>Fax:</b>	
<b>Email:</b>	greg.gamble@gdc-tncom		
<b>Street:</b>	324 Liberty Pike, Suite 145		
<b>State:</b>	Franklin, TN	<b>ZIP:</b>	37064

## PROJECT INFORMATION:

<b>Proposed Name of Project:</b>	Lockwood Glen	<b>Address of Property:</b>	4309 S. Carothers Rd. Franklin, TN 37067
<b>Describe the nature, scope, and purpose of application or proposal:</b>	Proposal to revise Master Plan to access S. Carothers Rd. and to redistribute units from Section 15 to Section 12 (No increase in overall density).		
<b>Base Zoning District Classification:</b>	SD-R	<b>Proposed Base Zoning Classification (if applicable):</b>	No Change
<b>Character Area Overlay District:</b>	McEwen	<b>Other Overlay District(s):</b>	FFO
<b>Pre-application Meeting Date:</b>	March 5, 2019	<b>FMPC Date (anticipated):</b>	April 25, 2019

## NEIGHBORHOOD MEETING INFORMATION:

<b>Location of the Neighborhood Meeting:</b>	City of Franklin 109 3 <sup>rd</sup> Ave S Franklin, TN 37064 Training Room		
<b>Date &amp; Time of the Neighborhood Meeting:</b>	Wednesday, March 6, 2019 @ 6:00pm	<b>Address of Property:</b>	4309 S. Carothers Rd. Franklin, TN 37067
<b>Project Type:</b>	<b>Aldermanic Ward:</b>	<b>City of Franklin Planner Contact:</b>	
<input type="checkbox"/> Site Plan: Bed and Breakfast <input type="checkbox"/> Development Plan & Rezoning <input checked="" type="checkbox"/> Development Plan only <input type="checkbox"/> Other	<input type="checkbox"/> Ward 1 <input type="checkbox"/> Ward 2 <input checked="" type="checkbox"/> Ward 3 <input type="checkbox"/> Ward 4	Christopher Andrews	

## Policies for Required Neighborhood Meetings

*A meeting not conducted in accordance with the following policies shall be considered to not have satisfied the requirements of Section 2.4.2(6)(d) of the Franklin Zoning Ordinance.*

- The neighborhood meeting location shall be in proximity of the development. If that is not possible, the meeting shall be held in a nearby, convenient location.
- The neighborhood meeting shall be in an enclosed or otherwise weather-proofed and hospitable building that has adequate restroom facilities; seating provided for a majority of the participants; and is Handicapped Accessible.
- The neighborhood meeting shall only take place on a week-day at a specified time between the hours of 5pm and 8pm.
- The neighborhood meeting shall not conflict with a regular or special called meeting of the BOMA or FMPC.
- The applicant shall notify the Planning Department of the time, date, and location of the neighborhood meeting at least 10 days prior to the date of the neighborhood meeting.
- The applicant shall notify the surrounding property owners and Homeowners Association(s) about the time, date, and location of the neighborhood meeting at least 7 days prior to the neighborhood meeting via 1<sup>st</sup> class mail. A sample notification letter has been included with this form.
- The applicant shall notify, via first class mail or e-mail, the members of the Planning Commission and the Board of Mayor and Alderman about the time, date, and location of the neighborhood meeting at least 7 days prior the neighborhood meeting.
- The applicant shall present sketches, renderings, and/or conceptual plans of the proposed development at the meeting. Images shall be either projected on a screen or shown on display boards; regardless of the display method chosen by the applicant, all images must be of sufficient size to be clearly viewable by attendees. Handouts may be used as supplements, but may not take the place of images projected on a screen or shown on a display board.
- Following the presentation of the proposed development by the applicant, attendees shall be given the opportunity to ask questions and offer feedback. City staff will be present, but only to observe. The neighborhood meeting is required to allow the applicant to interact with the surrounding neighbors and interested stakeholders to hear their thoughts and concerns about the proposed development.
- The applicant shall provide a written summary or transcript of the meeting as a part of the FMPC Application.
- The applicant shall identify, in writing, the concerns raised at the meeting, as part of the FMPC Application.

# *Example Notification Letter*

August 8, 2012

## **PUBLIC NOTICE**

This letter is written to provide public notice for a Neighborhood Meeting regarding a proposed Development Plan for the property located at 123 Anystreet, Franklin, TN. The meeting will be held on August 20, 2012 at 6 p.m. in the City Hall Board Room. Please see the information below for more details.

### **Applicant:**

Jane and Joe Citizen, 123 Anystreet, Franklin, Tennessee, 37064, (615) 123-4567, [janeandjoe@someplace.com](mailto:janeandjoe@someplace.com)

### **Application Type:**

PUD Development Plan to be submitted to the City of Franklin on September 10, 2012 for the October 25, 2012 Franklin Municipal Planning Commission meeting.

### **Date, Time, and Place of Public Meeting:**

August 20, 2012 at 6 p.m. in the City Hall Board Room, 109 3<sup>rd</sup> Avenue South, Franklin, Tennessee, 37064.

### **Subject Property:**

123 Anystreet, Franklin, Tennessee, 37064 in the Whispering Willows Subdivision

### **Nature and Scope of the Application Request:**

This submittal is a PUD Development Plan, which proposes 123 attached dwelling units (or a 123,000 square foot church, 234,000 square feet of retail, etc). More details can be given here...

### **Where to View the Proposed Plan:**

The public may contact the applicant to view the plan prior to the Neighborhood Meeting.

### **Where the Public Can Be Heard:**

The applicant will provide a brief presentation of the proposed Development Plan at the Neighborhood Meeting. The public will be given the opportunity to ask questions and provide feedback following the presentation. There will also be an opportunity for public comment at the scheduled Franklin Municipal Planning Commission meeting.

**OWNER AFFIDAVIT**  
**City of Franklin, Tennessee**

We/I \_\_\_\_\_

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

\_\_\_\_\_ (Property Parcel/Tax ID Number)

and located at:

\_\_\_\_\_ (Street Address)

am fully aware of the request for development approval in the City of Franklin, Tennessee. Furthermore, (I)/ (we) hereby appoint

\_\_\_\_\_ (Please  
print Name/Names in Full)

to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Owner Mailing Address

\_\_\_\_\_  
City, State & Zip

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**PUBLIC NOTICE AFFIDAVIT**  
**City of Franklin, Tennessee**

We/I \_\_\_\_\_

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are), acting as the authorized agent on all matters pertaining to the processing of the development application for the property described as:

\_\_\_\_\_ (Property Parcel/Tax ID Number)

and located at:

\_\_\_\_\_ (Street Address)

have/has provided a mailed notice in accordance with section 2.3.8 of the Franklin Zoning Ordinance, which included the following:

1. The address or location of the property subject to the submittal;
2. A brief description of the property (e.g., legal description, nearby streets and intersections);
3. Date, time, and location of the public meeting or hearing; Nature, scope, and purpose of submittal;
4. Information on where the public can view the application and where they may be heard;
5. Information on where the public can submit written comments.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_