

Rezoning Checklist

Preliminary Information	
1.	Signed & notarized Owner Affidavit and Public Notice Affidavit
C0.0 Cover Sheet	
2.	Name of Proposed development, if associated with a Development Plan
3.	City of Franklin Project Number (to be assigned once initial submittal is made)
4.	Names, addresses, and contact information of land owner(s) and all individual parties, officers, directors and/or beneficial owners holding more than a five (5) percent interest in the project where the landowner is a partnership, corporation, or other business venture identified
5.	Name, addresses, contact information, and signed and dated seals of design professionals
6.	Submittal and revision dates
7.	Tax map, group, parcel number(s), and address(es) of site
8.	Vicinity map with site location and corporate limits (if one-half mile of site)
9.	Existing Zoning District and Proposed Zoning District
C1.0 Rezoning Plan	
10.	Survey, including the length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.
11.	Seal of design professional with signature and date
12.	Plans drawn to a scale no smaller than 1-inch = 50 feet and extending a minimum of 50 feet beyond property limits
13.	North arrow, graphic scale, and legend of symbols and line types
14.	Existing Zoning District, Existing Overlay District(s), if applicable, and Proposed Zoning District
15.	Design Concept, as identified in Envision Franklin
16.	Boundary limits of overlays which intersect/cross the proposed development, including: HHO, 500-foot HHO buffer, FWO, FFO, HPO, SCO, CFO
17.	Acreage of the site
18.	Owner names, subdivision names, tax map, parcel numbers, deed and plat references, and existing zoning district of adjacent properties, including approved but not yet platted developments
19.	Road network including street name, right-of-way width, and function street classification per Connect Franklin