



# Coopertown Municipal Planning Commission

2525 Burgess Gower Road, Springfield, Tennessee 37172  
Phone: 615-382-4470 Fax: 615-382-4439 [www.coopertowntn.org](http://www.coopertowntn.org)

## ZONING AMENDMENT APPLICATION REZONINGS & TEXT AMENDMENTS

CPC File # \_\_\_\_\_

Name or Title of Submittal:

Date of Application:

### Type of Submittal:

Rezoning (Zoning Change)

Zoning Ordinance Text Amendment (Please provide written description of requested text amendment)

Is the entire property to be rezoned?  **Yes**

**No** If No amount proposed is \_\_\_\_\_  
(Please provide a legal description or survey for acreage portion to rezone)

Current Zoning is: \_\_\_\_\_

Proposed Zoning is: \_\_\_\_\_

Note: If the requested rezoning pertains to a proposed division of land to create a new lot(s) of record, then a Final Plat will be required with this application to define the areas of each proposed zoning district, and may be utilized in lieu of a survey. The Final Plat will be required to be approved and recorded after the approval of the rezoning, and prior to issuance of a building permit to use the property under the approved new zoning district(s). Final Plats shall be prepared by a professional competent in such design and in accordance with the requirements of the Coopertown Subdivision Regulations.

Note: Rezoning requests and zoning text amendments require a multiple step process that will involve the Planning Commission's review and recommendation to the Board of Mayor & Aldermen for the request, and who have the final decision to adopt by Ordinance such change(s). Applicant should also be aware of the deadlines and time frames required to process this application.

### Applicant/Developer:

Company Name:

Name of person:

Address:

Phone Number:

Email:

### Property Owner(s): (attached additional sheets if more than two owners)

Name:

Address:

Phone Number:

Email:

Name:

Address:

Phone Number:

Email:



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### Property Information:

Property is located near & name of subdivision, if applicable:			
Property Address:			
Tax Map	Parcel Number	Deed Book	Page Number
Plat Book	Plat Book Page	Date Recorded	Total Acreage

### Application and Fees:

Refer to the latest Application Fee Schedule. Coordinate with the Building & Zoning Office regarding the amount due in advance of submitting the application.  
(Make the check payable to the *Town of Coopertown*)

**Fees must be submitted with the application – or the application will not be accepted for consideration.**

### Submittal Requirements and Submittal Deadlines:

The submittal requirements, number of copies, guidance checklists and certification requirements are listed in the latest revision of the Zoning Ordinance & Town Building Commissioner forms.

**Your application may be deemed incomplete due to lack of the required documents not being submitted at the time this application is submitted. This may result in this application not being reviewed and/or advanced to the Planning Commission or Board of Mayor & Aldermen or Board of Zoning Appeals until the required documents are submitted. The applicant must comply with all Town deadlines.**

### Zoning Ordinance, Land Use Plan and Subdivision Regulations Compliance:

The submittal may be subject to the requirements of the Zoning Ordinance, Land Use Plan and Subdivision Regulations; all are available at Town Hall or on-line at the Town of Coopertown website. The link is [https://www.coopertowntn.org/dir.cfm/Zoning\\_&Codes/](https://www.coopertowntn.org/dir.cfm/Zoning_&Codes/). Under the “ZONING & CODES” tab where the Zoning Ordinance, Land Use Plan, Subdivision Regulations, submittal deadlines and other useful documents & information may be found.

**The parties associated with this application are responsible for reading and complying with the requirements related to this application.**

**Your application may be deemed incomplete due to lack of the required documents not being submitted at the time this application is submitted. This may result in this application not being reviewed and/or advanced to the Planning Commission or Board of Mayor & Aldermen until the required documents are submitted.**

### REZONING MUST HAVE PUBLIC NOTICE:

A notice of the proposed zoning change must be published in the local newspaper as a public hearing. The Building Commissioner’s staff will prepare and submit the required notice after you comply with all the submittal requirements. The notice must appear in the newspaper at least fourteen (14) days prior to the meeting. The Planning Commission’s regular meeting is the third Monday of each month at 6:00 p.m., unless otherwise advised by Town Hall. The Board of Mayor & Aldermen’s regular meeting is the fourth Tuesday of each month at 6:00 p.m., unless otherwise advised by Town Hall. Please check [www.coopertowntn.org](http://www.coopertowntn.org) for updates.



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**Property Owner Authorization:**

By signing this application below, I am acknowledging and granting the submission of this application and stating the agents listed herein are authorized to act as my representative(s). If other agents are utilized to represent me, I will provide a letter acknowledging and stating the agents that are authorized to act as my representative(s). Authorization is also granted to the Town of Coopertown and its representatives to enter upon the property for examinations & evaluations.

<b>Property Owner Signature</b>	<b>Date:</b>
<b>Property Owner Signature</b>	<b>Date:</b>
<b>Property Owner Signature</b>	<b>Date:</b>
<b>Property Owner Signature</b>	<b>Date:</b>
<b>Applicant/Developer Signature</b>	<b>Date:</b>

**Attendance Required**

YOU, OR YOUR AUTHORIZED REPRESENTATIVE, MUST BE PRESENT AT THE PLANNING COMMISSION MEETING AND THE BOARD OF MAYOR & ALDERMEN MEETING IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.