Williamson County Administrative Manual

2nd Edition

Effective January 1, 2013

Revised August 20, 2019

Williamson County Planning and Zoning Administrative Manual

Purpose and Acknowledgements

This manual has been developed to assist developers, investors and concerned citizens in navigating the various planning documents and procedures applicable to new development in the unincorporated portions of Williamson County. We hope this administrative manual is helpful in understanding how these documents relate to specific development proposals, as well as the development review process requirements that apply. The manual is structured to provide easy access to the specific information needed about a particular planning document, review body, or procedure. Please contact the Planning Department at (615) 790-5725 with questions or comments about this manual.

Williamson County, Tennessee
Williamson County Board of Commissioners
Williamson County Regional Planning Commissioners

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Chapter 1: Introduction

Section 1.01: How to Use This Manual

This manual is a compilation of information, related to land development and building in Williamson County. The intent of the manual is to provide insight into the various procedures associated with the development review process. It is our hope that landowners, developers, design professionals, contractors, and others involved in the land development process will find this information helpful in their efforts to develop in Williamson County and enhance the community's quality of life.
This manual is composed of five main parts:

- **Chapter 1: Introduction:** This section of the manual.
- **Chapter 2: Community Development Documents at a Glance:** Applicants who are new to the development review process in the County should take the time to become familiar with the documents described in this part of the manual. These are the policy guidance and official regulatory documents controlling development submittals in the County.
- **Chapter 3: Review Bodies:** The information in this part identifies the various boards and commissions responsible for the review and decision on each of the various submittal types. In addition, this section describes the organizational structure of the County government and provides additional details about contacting and working with each of the review bodies.
- **Chapter 4: Review Procedures:** This part provides detailed information on each of the County's primary development review procedures, including a general description, discussion of the specific review process, aspects all applicants should know about a particular review procedure, and submittal requirements. In addition to information on each specific review procedure, this section includes details on steps, policies, and submittal requirements common to each of the individual review processes.
- **Chapter 5: Appendices:** Additional information, including agency contacts, review schedules, fees, checklists, and application forms is included in this last part of the manual.

*Applicants are reminded this manual does **not** serve as a substitute for Williamson County's adopted ordinances and is intended only as a guide to the users of the Williamson County Zoning Ordinance. In case of conflict between this document and other County ordinances, the adopted County ordinance will control.*

A digital version of this manual, along with additional information on County policies, processes, contact information, and frequently asked questions is available online at the Department of Planning and Zoning's webpage at: **http://www.williamson-tn.gov/planning**.

Chapter 2: Community Development Documents at a Glance

Section 2.01: Community Development Documents

Development review in Williamson County is based on policy guidance and regulations found in a variety of land-use controls. These documents and their on-line locations are identified in the table below, which summarizes the documents that provide the most valuable guidance for land development and building in Williamson County are found on the following pages.

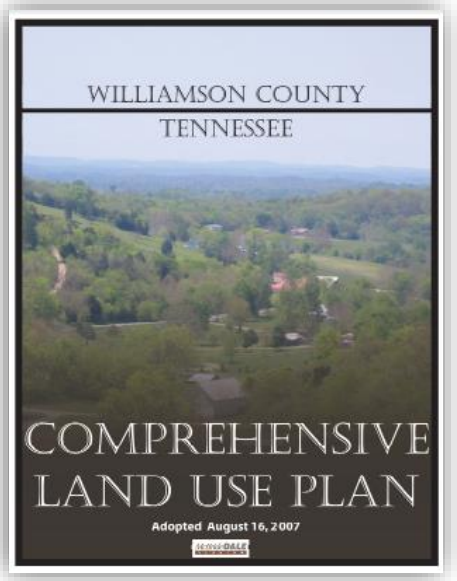
TABLE 2.01-1: APPLICABLE COMMUNITY DEVELOPMENT DOCUMENTS		
DOCUMENT NAME	ONLINE LOCATION	RESPONSIBLE DEPARTMENT
COMMUNITY DEVELOPMENT DOCUMENTS		
Williamson County Comprehensive Land Use Plan	www.williamson-tn.gov/planning	Planning Department 615-790-5725
Williamson County *Zoning Ordinance*		
Subdivision Regulations		
Special Area Plans		
Zoning Maps		
Williamson County Major Thoroughfare Plan		
OTHER USEFUL DOCUMENTS		
Williamson County Storm Water Regulations	www.williamson-tn.gov	Engineering Department 615-790-5809
Williamson County Sewage Disposal Management Regulations		Department of Sewage Disposal Management 615-790-5751
Williamson County Adopted Building Codes		Building Codes 615-790-5718

(A) WILLIAMSON COUNTY *COMPREHENSIVE LAND USE PLAN*

The Williamson County *Comprehensive Land Use Plan*, hereinafter referred to as the *Comprehensive Plan*, represents a vision as to how the County will grow and develop. It articulates the County's policy for future desired land use patterns, quality and character of growth, the relationship between land use and the natural and historic environment, and the relationship between land use and public facilities. The Plan is long range – it uses twenty (20) years as its planning horizon – and it focuses on County-wide themes. While its focus is on land within the unincorporated County, it was prepared in light of municipal and Urban Growth Boundary plans.

As a statement of public policy, the Plan should be used in several ways. It should:

1. Be used as a guide to decision making in the development review process;
2. Serve as the foundation for developing new development-related regulations, such as the 2013 *Zoning Ordinance*; and
3. Help guide decisions about public facilities, such as road improvements and new schools.

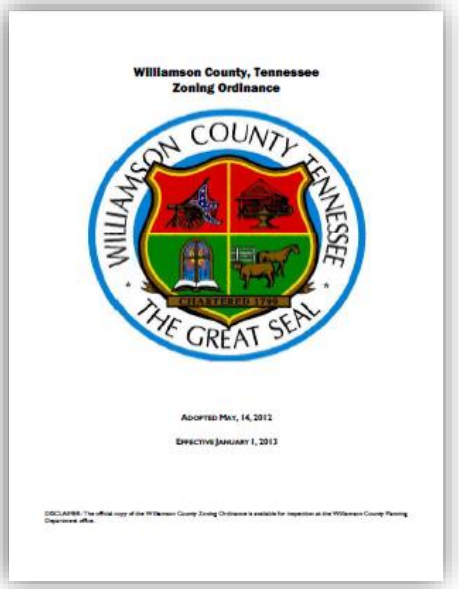


The Plan reflects an understanding of the growth forces and trends that are shaping the County, based on extensive analysis of growth patterns and projections. It expresses the growth "values" of the County in the form of goals and objectives. The core of the Plan is the land use element that depicts the desired future growth and development pattern. Finally, it includes detailed implementation strategies for making the Plan a reality.

A copy of the *Comprehensive Plan* can be found at **http://www.williamson-tn.gov/planning**.

(B) WILLIAMSON COUNTY *ZONING ORDINANCE*

In addition to the purpose of zoning regulations established in Section 13-7-103 of the Tennessee Code Annotated, the purpose of this Ordinance is to implement the Williamson County *Comprehensive Plan* and promote the health, safety, and general welfare of the present and future inhabitants of the County by:



1. Coordinating growth with available planned public services and infrastructure;
2. Establishing a responsible pattern of land use and encouraging the most appropriate use of individual parcels of land in the County;
3. Ensuring land resources are allocated to accommodate and enhance the rural character while protecting and enhancing natural and historic resources, ensuring adequate community facilities, and providing for a range of housing;
4. Securing adequate natural light, clean air, privacy, convenient access to property, and a safe environment;
5. Regulating the bulk, scale, and density of both new and existing structures to preserve the desired character of the community;
6. Providing suitable transitions between areas of different community character;
7. Preserving and enhancing the County's overall rural character;

8. Supporting a range of adequate life-span housing options;
9. Promoting a balanced economy;
10. Protecting and enhancing the taxable values of land and buildings;
11. Conserving and protecting the natural environment, wildlife habitat, open spaces, and historic resources;
12. Promoting the permanent preservation of open space systems throughout the County; and
13. Mitigating and/or avoiding the hazards of flooding, karst topography, steep slopes, storm water accumulation, and run-off.

A copy of the *Zoning Ordinance* can be found at **http://www.williamson-tn.gov/planning**.

(C) WILLIAMSON COUNTY *SUBDIVISION REGULATIONS*

The first major step in the development process is to divide a parcel of land into lots, streets, and open spaces. The Williamson County *Subdivision Regulations* provide standards related to this process and outline the procedures for the review and approval of subdivisions within the unincorporated County. The *Subdivision Regulations* seek to provide for the harmonious development of the County; to secure a coordinated layout and adequate provision for traffic; and to secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the County.

A copy of the *Subdivision Regulations* can be found at **http://www.williamson-tn.gov/planning**.

(D) SPECIAL AREA PLANS

As outlined in the Williamson County *Comprehensive Plan*, a Special Area Plan is the result of an individual study of a particular area within the County zoned as a *Village*. These areas include College Grove, Leiper's Fork, Grassland, and Triune.

Special Area Plans have already been developed for the College Grove, Leiper's Fork, and Grassland Villages, and these Plans have been adopted by the Williamson County Regional Planning Commission and endorsed by the Board of County Commissioners.

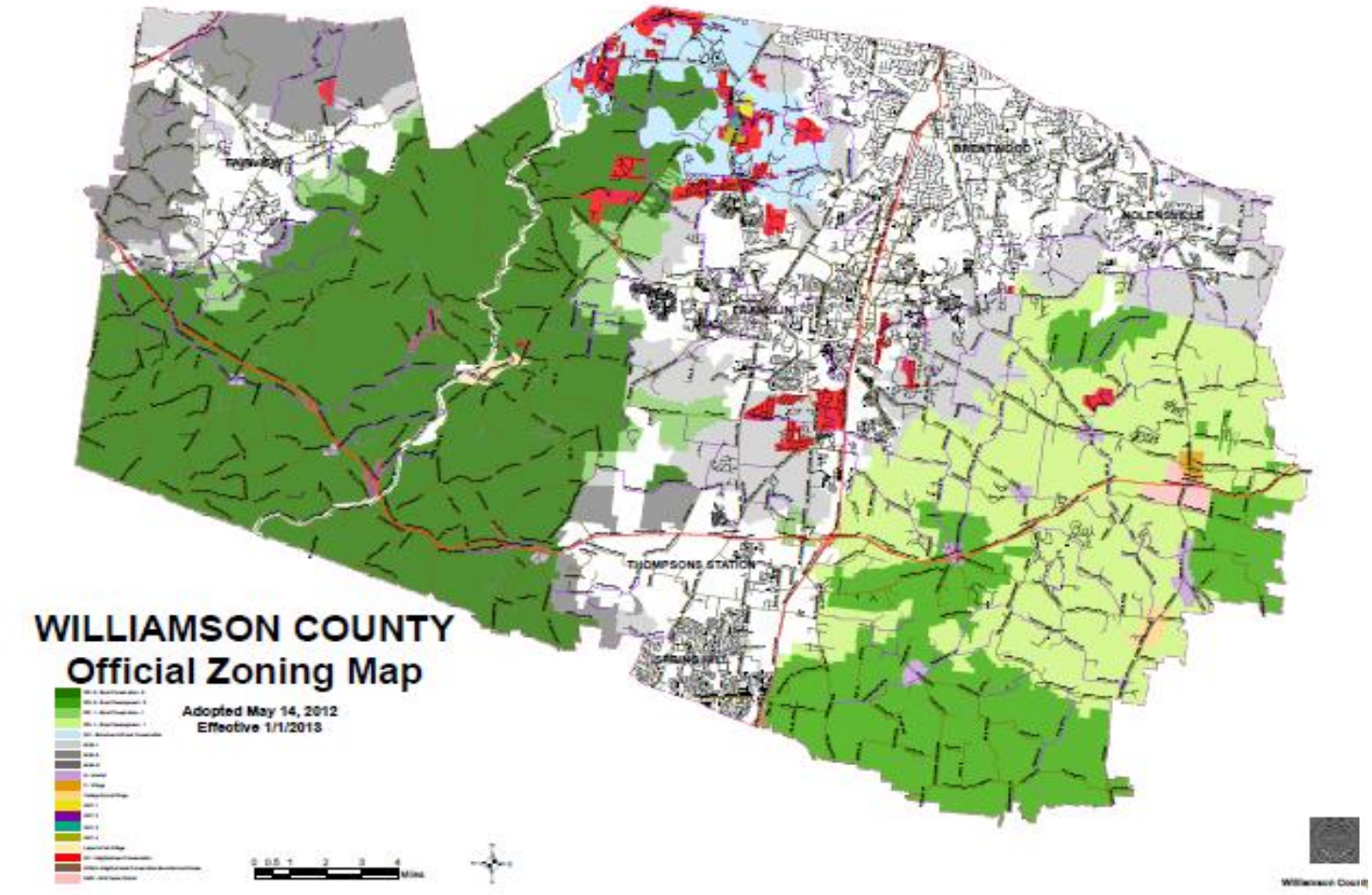
A Special Area Plan seeks to provide a more specified focus on each of the defined Villages, ultimately creating a vision for the next twenty (20) years. Though the Villages identified in Williamson County are distinctive from one another, they all share some basic similarities. These include a broader mix of uses, a more compact development pattern than their surrounding areas, historical significance, limited infrastructure, and are typically located in areas with increased growth pressure.

Copies of the Special Area Plans for College Grove and Leiper's Fork can be found at **http://www.williamson-tn.gov/planning**. Grassland and Triune will be added to the website upon completion.

(E) WILLIAMSON COUNTY ZONING MAPS

The Official Zoning Map of Williamson County, Tennessee is adopted as part of the *Zoning Ordinance* (2013). The Zoning Map consists of a group of maps that, as a whole, depict how the Zoning Districts in Chapter 10 of the *Zoning Ordinance* are applied to land in the unincorporated County.

Copies of the Zoning Map can be found at **http://www.williamson-tn.gov/planning** and at the end of this chapter.



(F) WILLIAMSON COUNTY *MAJOR THOROUGHFARE PLAN*

The Williamson County *Major Thoroughfare Plan* is a tool for the County that helps in the decision making process relative to transportation projects. Working in conjunction with the Region as a whole, the Plan provides the necessary data to develop and prioritize road improvements to accommodate future increases in traffic.

A copy of the Williamson County *Major Thoroughfare Plan* can be found at **http://www.williamson-tn.gov/planning**.

(G) WILLIAMSON COUNTY *STORM WATER REGULATIONS*

The Williamson County *Storm Water Regulations* regulate the discharge of storm water, alleviate the effects of flooding and facilitate compliance with the Water Quality Act of 1977, the Water Quality Act of 1987, and the Clean Water Act of 1977.

A copy of the Williamson County *Storm Water Regulations* can be found at **http://www.williamson-tn.gov/**.

(H) WILLIAMSON COUNTY *SEWAGE DISPOSAL MANAGEMENT REGULATIONS*

The purpose of the Williamson County *Sewage Disposal Management Regulations* is to establish requirements regarding the permitting, approval, design, installation and use of subsurface sewage treatment and disposal systems; to establish requirements for persons engaged in septic tank manufacturing, installing and in sewage tank pumping; to regulate the development of subdivisions that require the use of on-site subsurface sewage disposal systems (i.e. outside of areas served by public or municipal sewer treatment systems); to the extent necessary for the protection of the public health and well being through the submittal and approval of required reports, legal documents, plans and specifications, test reports, technical data and any other required documents as deemed necessary by the Williamson County Department of Sewage Disposal Management to ensure compliance with all applicable sewage treatment and disposal laws and regulations of Williamson County and by the State of Tennessee.

A copy of the Williamson County *Sewage Disposal Management Regulations* can be found at **http://www.williamson-tn.gov/.**

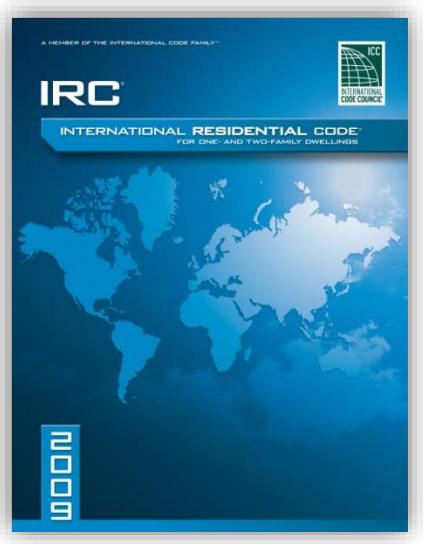
(I) WILLIAMSON COUNTY ADOPTED BUILDING CODES

Williamson County is currently under the 2009 edition of the International Building Code for all commercial, educational, and assembly occupancies. For all residential construction, the 2009 International Residential Code applies. Helpful documents include:

1. 2009 International Residential Code
2. 2009 International Building Code
3. 2009 International Mechanical Code

4. 2009 International Plumbing Code
5. 2009 International Energy Conservation Code
6. 2007 ASHRAE Standard 90.1

A list of all current adopted codes may be found at **http://www.williamson-tn.gov/**.



Chapter 3: Reviewing Agencies

Section 3.01: Review Responsibilities

The following summary table is adapted from *Table 2.02-1: Development Review Structure* of the *Zoning Ordinance*, and sets out the review responsibilities for each of the different boards and commissions described in the ordinance.

TABLE 3.01-1: REVIEWING BODIES

DEVELOPMENT REVIEW STRUCTURE
D = DECISION R = RECOMMENDATION C = COMMENT
A = APPEAL (PH) = PUBLIC HEARING

PROCEDURE	REVIEW AND DECISION MAKING BODIES							
	COUNTY COMMISSION	PLANNING COMMISSION	BOARD OF ZONING APPEALS	STORM WATER APPEALS BOARD	PLANNING DIRECTOR	BUILDING CODES DIRECTOR	COUNTY ENGINEER	CODES COMPLIANCE DIRECTOR
Official Zoning Map Amendment	D (PH)	R (PH)			R			
Zoning Text Amendment	D (PH)	R (PH)			R			
Special Use			D (PH)		C			C
Variance			D (PH)					C
Minor Site Plan			A (PH)		D		C	C
Major Site Plan		D			R		C	C
Sign Permit			A (PH)			C		D
Zoning Certificate			A (PH)		D	C	C	C/D [1]
Temporary Use Permit			A (PH)		D	C	C	C
Building Permit						D		
Interpretation			A (PH)		D			
Appeals				D [2]				

NOTES:
[1] The Codes Compliance Director provides comments on all Zoning Certificate applications and is responsible for decisions for Zoning Certificate applications for telecommunication facilities that may be approved administratively in accordance with Section 11.03:(C)(13)
[2] The Storm Water Appeals Board hears appeals to the Williamson County Storm Water Regulations only.

Section 3.02: Department Review Standards

Table 3.02-1: Department Review Standards provides general information on departmental review and is not a complete listing of all standards. Additionally, some departments not listed as a reviewing department may be consulted on a case-by-case basis.

TABLE 3.02-1: DEPARTMENT REVIEW STANDARDS					
SUMMARY OF DEPARTMENT REVIEW STANDARDS					
	PLANNING	SEWAGE DISPOSAL MANAGEMENT	ENGINEERING	BUILDING CODES	CODES COMPLIANCE
Accessory Structures	X	X	X	X	X
Administrative Appeal	X		X		X
Building Permit	X	X	X	X	X
Flood Plain			X		
Map Amendments	X				
Non-Residential Site Plan	X	X	X		X
Sign Permit					X
Special Use Permit	X				X
Temporary Use Permit	X	X	X	X	X
Text Amendments	X				
Traditional Subdivisions - Major	X	X	X		
Traditional Subdivisions - Minor	X	X	X		
Variance Request	X	X	X		X
Zoning Certificate	X	X	X	X	X

Chapter 4: Review Procedures

This chapter of the administrative manual is a guide to the various permitting and review procedures used in Williamson County's *Zoning Ordinance* and *Subdivision Regulations*. As stated earlier, the purpose of this manual is to outline the steps in the procedures and provide general background and information on each individual procedure. This section is not a substitute for the specific procedures set forth in the various applicable ordinances. Cross-references are provided to direct applicants to the appropriate regulations that specifically define the procedure, review process, review criteria, and other applicable regulations.

This part of the manual summarizes the following procedures and provides useful information when considering a submittal for each of the following procedures:

- Zoning Text Amendment;
- Zoning Map Amendment;
- Site Plan – Major;
- Site Plan – Minor;
- Major Subdivision;
- Minor Subdivision;
- Special Use Permit;
- Variance Request;
- Appeal;
- Sign Permit;
- Temporary Use Permit; and
- Building Permit.

Applicants should be aware that all procedures and requirements described in the "Common Review Procedures" portion of this manual and the *Zoning Ordinance* will need to be addressed in addition to any submittal-specific requirements or procedures.

Section 4.01: Common Review Procedures

The following subsections outline common information applicable to all or most of the review procedures outlined in this document. Additional information may be found in Article 3 of the *Zoning Ordinance*.

(A) Authority to File Applications

Only the owner(s) of property subject to an application, the contract purchaser of the land, a lessee, or their authorized agent have the authority to file applications under the *Zoning Ordinance*.

The only exceptions to this requirement are for Official Zoning Map and Zoning Text Amendments, where a property owner, their agent, the Williamson County Board of

Commissioners, or the Williamson County Regional Planning Commission may initiate an application. Regardless of who files an application, the materials must indicate a primary contact person for the application, along with the contact's telephone number, fax number, mailing address, and e-mail address.

(B) FEES AND SUBMITTAL REQUIREMENTS

The County Commission will determine the fees to accompany applications submitted under the *Zoning Ordinance.* The County Commission may adjust the fees from time-to-time.

Application fees are not refundable except where the Planning Director determines that an application was accepted in error, or the fee paid exceeds the amount due, in which case the amount of overpayment will be refunded to the applicant.

Under no condition will the fee, or any part thereof, be refunded following the acceptance of a completed application for failure of the application to be approved, or if the application is withdrawn.

(C) DETERMINATION OF APPLICATION COMPLETENESS

Applications deemed to be complete will be referred by the Planning Director to the appropriate staff, review agencies, and review bodies for review in accordance with the procedures and standards of the *Zoning Ordinance.*

CRITERIA FOR DETERMINATION OF COMPLETENESS:

- **(A) APPLICATION FORM COMPLETE**
- **(B) FEE INCLUDED**
- **(C) MINIMUM NUMBER OF COPIES PROVIDED**
- **(D) SUBMITTED BY POSTED DEADLINE**
- **(E) OWNERSHIP INFORMATION COMPLETED**
- **(F) ALL REQUIRED PRELIMINARY STEPS COMPLETED**
- **(G) ALL NECESSARY SUPPORTING INFORMATION INCLUDED**

Should an application be deemed incomplete, the Planning Director will notify the applicant of the deficiencies within ten (10) business days of submittal, and the application will not be processed. The applicant may correct the deficiencies and resubmit the application for completeness determination for the subsequent meeting. After an application is determined to be incomplete three (3) times, the applicant may request, and the Planning Director will undertake, processing the review of the application even though it is not considered a complete application.

(D) NOTICE FOR PUBLIC HEARINGS

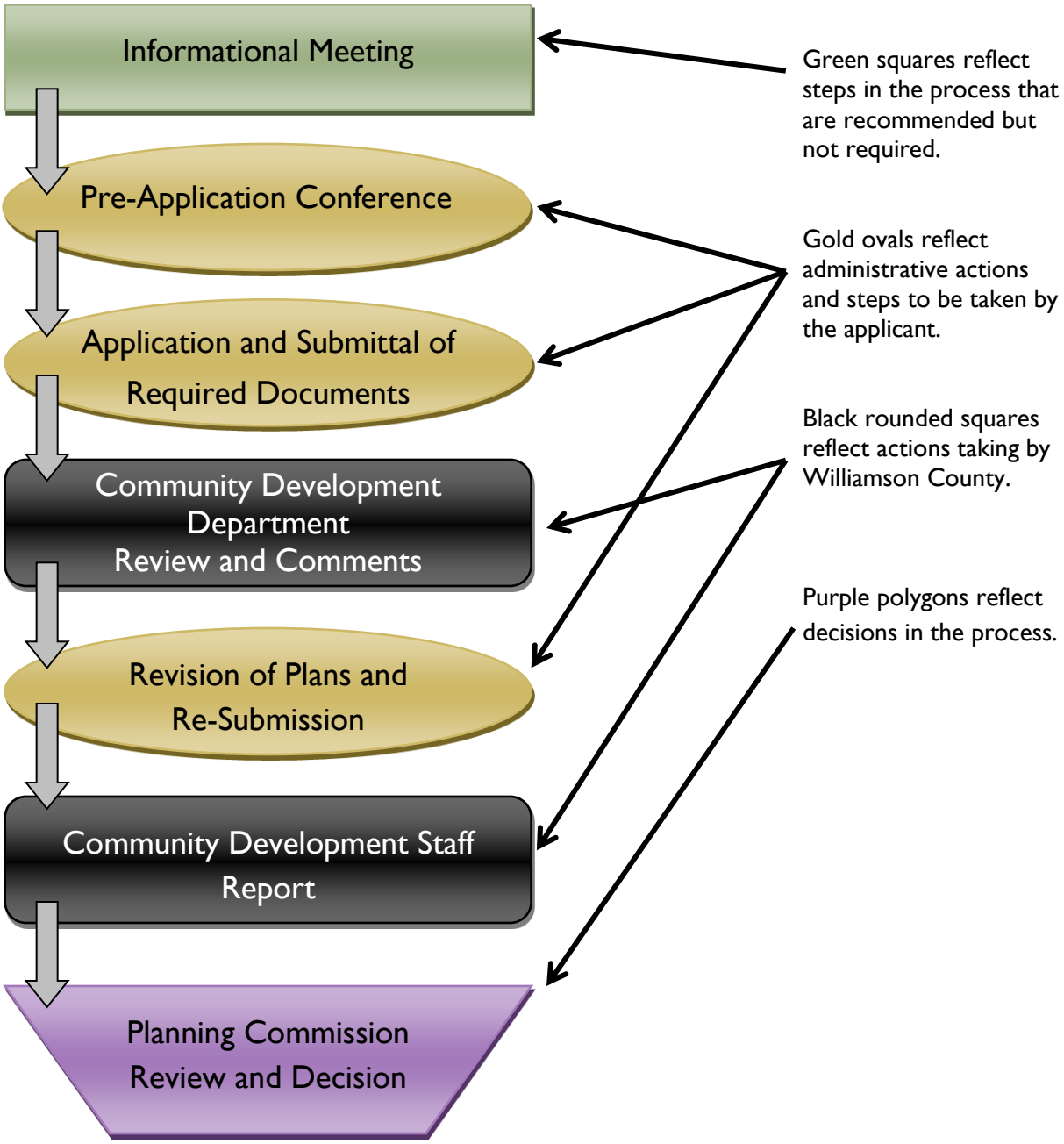
Certain review procedures may require published and written notice for public meetings. When provisions of the *Zoning Ordinance* require that notice be published, the Community Development Department will be responsible for preparing the content of the notice and publishing the notice in a newspaper of general circulation. The Community Development Department will also notify adjacent property owners by regular U.S. mail, consistent with the *Zoning Ordinance.* A copy of the notice will be held for a minimum of one year and will be made available as part of the public record.

<table>
<tr><th colspan="4">TABLE 4.01-1: NOTICE REQUIREMENTS</th></tr>
<tr><td colspan="4">NOTICE REQUIRED
PC = PLANNING COMMISSION CC = COUNTY COMMISSION</td></tr>
<tr><th>PROCEDURE</th><th>PUBLISHED NOTICE</th><th>WRITTEN NOTICE</th><th>SIGN NOTICE</th></tr>
<tr><td>Zoning Text Amendment
(PC Hearing)</td><td>10 days prior to the hearing</td><td rowspan="2">No written notice required.</td><td rowspan="2">15 days prior to the hearing</td></tr>
<tr><td>Zoning Text Amendment
(CC Hearing)</td><td>30 days prior to the hearing</td></tr>
<tr><td>Official Zoning Map Amendment
(PC Hearing)</td><td>10 days prior to the hearing</td><td rowspan="6">Mailed written notice to all adjacent property owners of records (as listed in the records of the County Tax Office) a minimum of 10 days prior to the hearing.</td><td rowspan="4">10 days prior to the hearing</td></tr>
<tr><td>Official Zoning Map Amendment
(CC Hearing)</td><td>30 days prior to the hearing</td></tr>
<tr><td>Special Use</td><td rowspan="3">10 days prior to the hearing</td></tr>
<tr><td>Variance</td></tr>
<tr><td>Appeal</td><td>No sign notice required</td></tr>
</table>

Table 4.01-1: Notice Requirements is adapted from *Table 3.10-1: Notice Required* of the *Zoning Ordinance*, and sets out the required notice procedures for various procedures.

Section 4.02: Flow Charts

Flow charts are provided for each of the review and permitting procedures on the following pages to help illustrate the applicable review process. The flow charts include different colors and chart shapes for each step depending on if the step is administrative in nature, involves an internal review and recommendation, or involves a formal review and decision. An example flow chart is available on the following page for reference.



Section 4.03: Informational Meetings and Pre-Application Conferences

Informational meetings are recommended as a means to provide the applicant an opportunity to ask questions about various County processes, as well as provide staff with the chance to identify potential issues a submittal may encounter.

Pre-application conferences are required prior to most submittals discussed in this manual. While the conferences may be required, they are informal in nature and not binding on the County or the applicant, nor do they constitute official assurances or representations by the County or its officials regarding any aspect of the plan or submittal.

The purpose of the pre-application conference is to provide the applicant an opportunity to meet with County staff to discuss expectations, site conditions, review procedures, and process steps, prior to the finalization of such plans. Applicants, or a representative of the applicant, should contact a Planner to schedule a pre-application conference.

Section 4.04: Official Zoning Amendments – Map or Text

In an effort to enhance the flexibility of the *Zoning Ordinance* and Zoning Maps, a procedure to amend these documents has been outlined in the *Zoning Ordinance*. By developing a review procedure and appropriate review criteria, the County is able to ensure a higher level of predictability in the review of all Amendment submittals.

Amending the *Zoning Ordinance* or Zoning Map (also referred to as Rezoning) is a legislative act solely granted to the County Commission. However, the amendment must first be heard before the Planning Commission during a public hearing.

(A) THE REVIEW PROCESS

1) Applicants are required to meet with the Community Development Department for a pre-application conference.
2) Following the pre-application conference, the applicant may submit a formal application to amend the *Zoning Ordinance* or Zoning Maps in accordance with Article 4, Sections 4.04-4.08 of the *Zoning Ordinance*.

3) The Community Development Department will review the submittal, prepare a staff report, and make a recommendation to the Planning Commission.
4) In accordance with Article 3, Section 3.10 of the *Zoning Ordinance*, the public will be notified of the request for the amendment.
5) After close of the hearing, the Planning Commission will consider the application, relevant support materials, the staff report, and any comments given by the public, and will make a recommendation to the County Commission.
6) The County Commission will hold a public hearing on the application in accordance with Article 3, Section 3.10 of the *Zoning Ordinance*.
7) After close of the hearing, the County Commission will consider the application, relevant support materials, the staff report, the Planning Commission's recommendation and any comments given by the public, and will take one of the following actions:
   a) Approval of the application, as submitted;
   b) Approval of the application with minor modifications;
   c) Denial of the application; or
   d) Remand of the application back to the Planning Commission for further consideration.

(B) THINGS TO KNOW ABOUT ZONING AMENDMENTS

1) Detailed information on zoning amendment procedures and review criteria is established in Article 4, Sections 4.05-4.06 of the *Zoning Ordinance*.
2) Zoning Amendments should be consistent with the policies and recommendations of the *Comprehensive Plan*.
3) Upon approval of the amendment, the County Commission's decision will become effective as stated in the Resolution.

Section 4.05: Site Plans – Major

Site Plan review is required for almost all development in Williamson County to determine whether a proposed development complies with the *Zoning Ordinance* and other applicable ordinances. The Site Plan is a series of drawings and plans that illustrates the intensity, density, height, architecture, landscape, vehicular and pedestrian circulation, and other site elements.

Major site plans are required for:

- All nonresidential uses that are not subject to Minor Site Plan Review; and
- Certain residential uses as specified in *Article 11: Use Regulations* of the *Zoning Ordinance*.

(A) THE REVIEW PROCESS

1) Applicants are required to meet with the Community Development Department for a pre-application conference.
2) Following the pre-application conference, the applicant may initiate the application process through the submission of an application for a Zoning Certificate in accordance with Article 8, Section 8.01 of the *Zoning Ordinance*.
3) The Community Development Department will review the submittal and provide comments to the applicant.

4) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.
5) The application will be placed on the applicable Planning Commission meeting agenda subject to *Article 3, Section 3.03: Submission Schedule* for review by the Planning Commission.
6) Within 60 days of the close of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:
   a) Approval of the application as submitted;
   b) Approval of the application with stipulations; or
   c) Denial of the application.

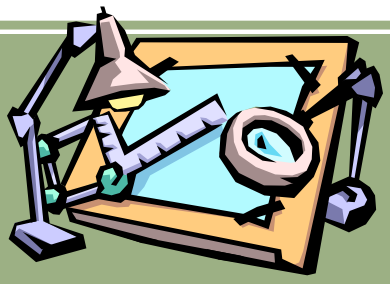
(B) THINGS TO KNOW ABOUT SITE PLANS - MAJOR

1) Detailed information on site plan procedures and review criteria is established in Article 6, Sections 6.01-6.02 of the *Zoning Ordinance*.
2) Site Plans should be consistent with the policies and recommendations of the *Comprehensive Plan*.
3) All required bondable improvements will require the posting of a performance bond under the requirements set forth in Article 6, Section 6.02(G) of the *Zoning Ordinance*.
4) Minor deviations to an approved Major Site Plan that do not increase the size of the building(s), that do not decrease landscaping or natural resource protection areas, or that do not materially change drainage, storm water, or other engineering items may be administratively approved by the Planning Director. Upon approval, such amendments will require submittal of revised documentation demonstrating compliance with all conditions noted.
5) Major Site Plans will be valid for a period of one year upon approval.

Submittal Requirements & Checklists are included in* Appendix 5.04: Checklists *of this document. Contact the Planning Department for the latest version of the Checklist for the different plan types.

WHAT REQUIRES A SITE PLAN?

- Accessory Structures
- New Parking Areas
- New Buildings or Additions
- Special Uses
- All Non-Residential Uses



Section 4.06: Site Plans – Minor

Site Plan review is required for almost all development in Williamson County to determine whether a proposed development complies with the *Zoning Ordinance* and other applicable ordinances. The Site Plan is a series of drawings and plans that illustrates the intensity, density, height, architecture, landscape, vehicular and pedestrian circulation, and other site elements.

Minor site plans are required for:

- Nonresidential uses where the proposed building is 5,000 square feet or less, or where no building is proposed;
- Proposed additions to nonresidential uses where the proposed addition is 5,000 square feet or less, or where no building is proposed;
- Special uses that have been approved by the Board of Zoning Appeals;
- Single-Family dwellings;
- Accessory structures; and
- Institutional single-family homes (1-8 Residents).

(A) THE REVIEW PROCESS

1) Applicants are required to meet with the Community Development Department for a pre-application conference.

2) Following the pre-application conference, the applicant may initiate the application process through the submission of an application for a Zoning Certificate in accordance with Article 8, Section 8.01 of the *Zoning Ordinance*.

3) The Community Development Department will review the submittal and provide comments to the applicant.

4) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, and take one of the following actions:

a) Approval of the application as submitted;
b) Approval of the application with stipulations; or
c) Denial of the application.

(B) THINGS TO KNOW ABOUT SITE PLANS

1) Detailed information on site plan procedures and review criteria is established in Article 6, Sections 6.01-6.02 of the *Zoning Ordinance*.

2) Site Plans should be consistent with the policies and recommendations of the *Comprehensive Plan*.

3) All required bondable improvements will be approved by the Planning Commission and require the posting of a performance bond under the requirements set forth in Article 6, Section 6.02(G) of the *Zoning Ordinance*.

4) Minor deviations to an approved Major Site Plan that do not increase the size of the building(s), that do not decrease landscaping or natural resource protection areas, or that do not materially change drainage, storm water, or other engineering items may be

administratively approved by the Planning Director. Upon approval, such amendments will require submittal of revised documentation demonstrating compliance with all conditions noted.

5) Single Family Residences and Accessory Structures will not require minor site plan approval as described above, but will instead be required to go through the Building Permit application process outlined in *Article 4, Section 4.12: Building Permits*, of this document.

Submittal Requirements & Checklists are included in* Appendix 5.04: Checklists *of this document. Contact the Planning Department for the latest version of the Checklist for the different plan types.

Section 4.07: Subdivisions

The Subdivision Regulations of Williamson County govern the subdivision of land (Preliminary and Final Plats). The regulations are designed to regulate the division of land within the County to provide for harmonious development, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the County.

There are various types of subdivision review procedures: Major or Minor Subdivisions, and Large Lot Easement Subdivisions. Generally, subdivisions that create three or more lots are required to undergo review of a Preliminary Plat and a then Final Plat. Subdivisions of less than three lots, re-combinations of existing lots, or minor revisions to existing lot lines may forgo the Preliminary Plat and proceed with the Final Plat review process.

(A) THE REVIEW PROCESS

1) Minor Subdivisions

a) It is required that applicants meet with the Community Development Department for a pre-application conference or informational meeting.

b) The applicant may submit a formal application of the proposed Final Plat in accordance with Article 8, Section 8.01 of the *Zoning Ordinance*.

c) The Community Development Department will review the submittal and provide comments to the applicant.

d) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, and take one of the following actions:

i) Approve the application as submitted;

ii) Identify revisions to the plat that are necessary in order for the plat to comply with applicable regulations; or

iii) Deny the application if it is determined the proposed plat does not meet applicable County regulations.

2) Large Lot Easement Subdivisions

a) Large Lot Easement Subdivisions are considered for any subdivision in which lots are five acres or greater, and in which no more than five lots are involved and those lots are accessed by a fifty (50) foot private access easement.

b) Applicants are required to meet with the Community Development Department for a pre-application conference.

c) Following the pre-application conference, the applicant may initiate the application process through the submission of a final plat.

d) The Community Development Department will review the submittal and provide comments to the applicant.

d) Following revisions by the applicant, a revised final plat will be submitted to the Community Development Department for further review and comments.

e) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.

f) The application will be placed on the applicable Planning Commission meeting agenda subject to *Article 3, Section 3.03: Submission Schedule* for review by the Planning Commission.

g) Within 30 days of the close of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:

i) Approval of the application as submitted;

ii) Approval of the application with stipulations; or

iii) Denial of the application.

3) Conservation Subdivisions and Traditional Subdivisions (Major)

a) Concept Plan

i) Applicants are required to meet with the Community Development Department for a pre-application conference.

ii) Following the pre-application conference, the applicant may initiate the application process through the submission of a concept plan.

iii) The Community Development Department will review the submittal and provide comments to the applicant.

iv) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.

v) The application will be placed on the applicable Planning Commission meeting agenda subject to *Article 3, Section 3.03: Submission Schedule* of the *Zoning Ordinance* for review by the Planning Commission.

vi) Within 30 days of the close of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:

(1) Approval of the application as submitted;

(2) Approval of the application with conditions; or

(3) Denial of the application.

b) Preliminary Plat

i) Prior to expiration of the concept plan approval, the applicant will meet with Community Development staff in a pre-application conference to begin the preliminary plat approval process.

ii) Following the pre-application conference, the applicant may initiate the application process through the submission of a preliminary plat and construction documents.

iii) The Community Development Department will review the submittal and provide comments to the applicant.

iv) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.

v) The application will be placed on the applicable Planning Commission meeting agenda subject to *Article 3, Section 3.03: Submission Schedule* of the *Zoning Ordinance* for review by the Planning Commission.

vi) Within 30 days of the close of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:

(1) Approval of the application as submitted;

(2) Approval of the application with conditions; or

(3) Denial of the application.

c) Final Plat

i) Prior to expiration of the preliminary plat approval, the applicant will meet with Community Development staff in a pre-application conference to begin the final plat approval process.

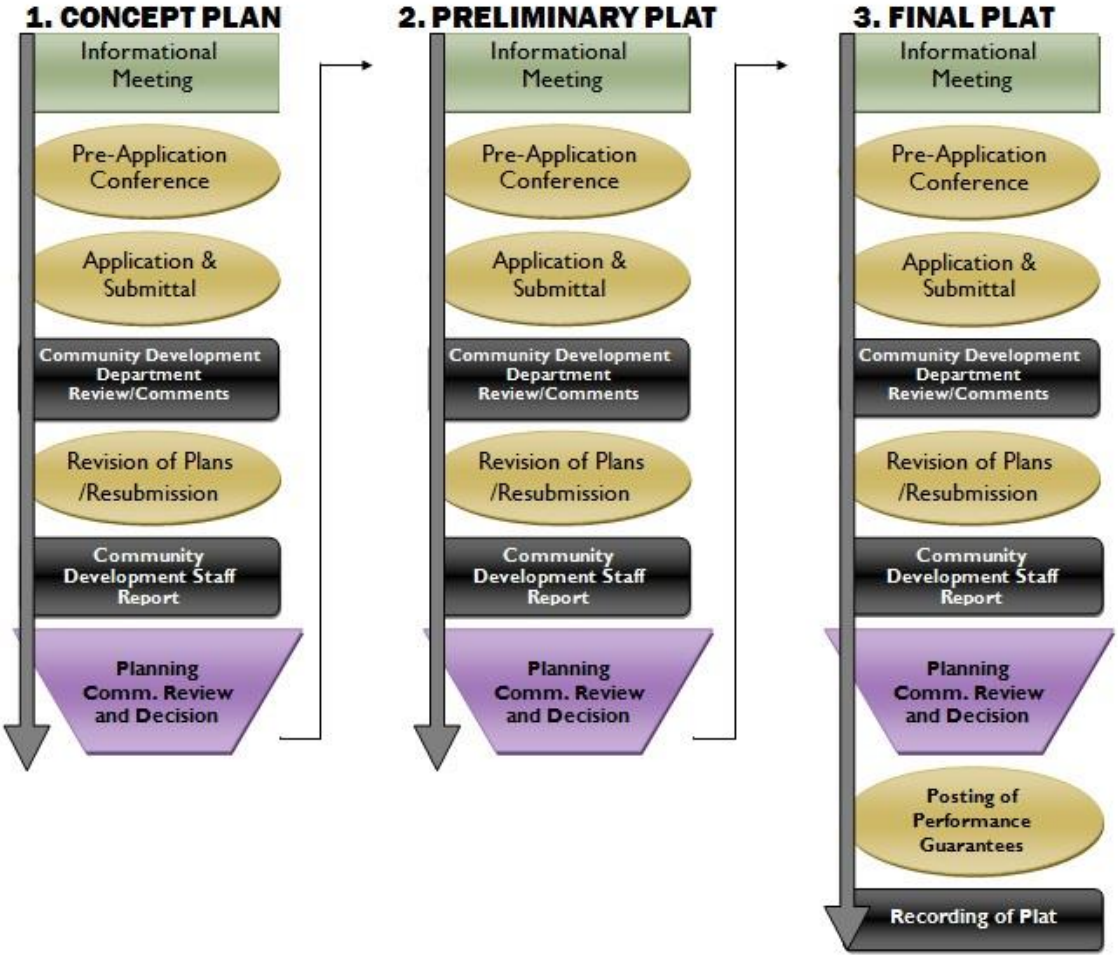
ii) Following the pre-application conference, the applicant may initiate the application process through the submission of a final plat.

iii) The Community Development Department will review the submittal and provide comments to the applicant.

iv) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, prepare a staff report, and make a recommendation to the Planning Commission.

v) The application will be placed on the applicable Planning Commission meeting agenda subject to *Article 3, Section 3.03: Submission Schedule* of the *Zoning Ordinance* for review by the Planning Commission.

vi) Within 30 days of the close of the Planning Commission's initial meeting to review the subject application, unless an extension of time is agreed to by the applicant, the Planning Commission will take one of the following actions:
(1) Approval of the application as submitted;
(2) Approval of the application with conditions; or
(3) Denial of the application.



vii) Once approved, the applicant will be required to post any required performance guarantees established during the approval process.
viii) The final step in the process will be the recording of the final plat.

(B) THINGS TO KNOW ABOUT SUBDIVISIONS

1) Detailed information on subdivision procedures is outlined in the *Subdivision Regulations* of Williamson County.
2) Subdivisions of any type should be consistent with the policies and recommendations of the *Comprehensive Plan*.
3) Additional criteria apply to subdivisions in which lots gain access from a private driveway, as outlined in Section 3.1 of the *Subdivision Regulations* of Williamson County.

4) In some cases, the Planning Commission will review a concept plan, but will not take any formal action.
5) Following preliminary plat approval and issuance of the land disturbance permit, the applicant may begin grading and installation of infrastructure.
6) Additional criteria for Conservation Subdivisions are outlined in *Article 12: Conservation Subdivisions* of the *Zoning Ordinance*.
7) In some cases, the Planning Commission may require a performance guarantee be posted prior to the recording of a plat.
8) Concept Plans have, at times, been referred to by Williamson County as "Sketch" or "Site" Plans.
9) Minor revisions to plats of two or fewer lots adhere to the same procedural steps outlined in the *Traditional Subdivisions: Minor* portion of this document (see above: Chapter 4, Section 4.07(A)(1)).

Submittal Requirements & Checklists are included in* Appendix 5.04: Checklists *of this document. Contact the Planning Department for the latest version of the Checklist for the different plan types.

Section 4.08: Special Uses

A Special Use is a use that may be appropriate in a zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate in the zoning district and compatible with its surroundings.

(A) THE REVIEW PROCESS

1) Applicants are required to meet with the Community Development Department for a pre-application conference.

2) Following the pre-application conference, the applicant may submit a formal application containing required materials for both a Special Use and Minor or Major Site Plan review (as applicable) in accordance with Article 5, Section 5.01(D) of the *Zoning Ordinance*. The Community Development Department will review the submittal and provide comments to the applicant.

3) Following revision and re-submission of the submittal, the Community Development Department will review the revised submittal, prepare a staff report, and make a recommendation to the Board of Zoning Appeals.

4) In accordance with Article 3, Section 3.10 of the *Zoning Ordinance*, the public will be notified of the request for the Special Use.

5) Following staff review and public notification, the Board of Zoning Appeals will conduct at least one public hearing on the application in accordance with Article 3, Section 3.10 of the *Zoning Ordinance*.

6) Within 30 days of the close of the public hearing, the Board of Zoning Appeals will consider the application, relevant support materials, the staff report, the Planning Commission's recommendation and any comments given by the public, and will take one of the following actions:

- **a)** Approval of the application as submitted;
- **b)** Approval of the application with minor modifications; or
- **c)** Denial of the application.

7) The Community Development Department will approve the Site Plan once approval from the Board of Zoning Appeals is received.

(B) THINGS TO KNOW ABOUT SPECIAL USES

1) Detailed information on the Special Use procedures and review criteria is established in Article 5, Section 5.01 of the *Zoning Ordinance*.

2) The failure of the Board of Zoning Appeals to act within the allowed time period will constitute an approval of the application unless the applicant has agreed to an extension of the time period.

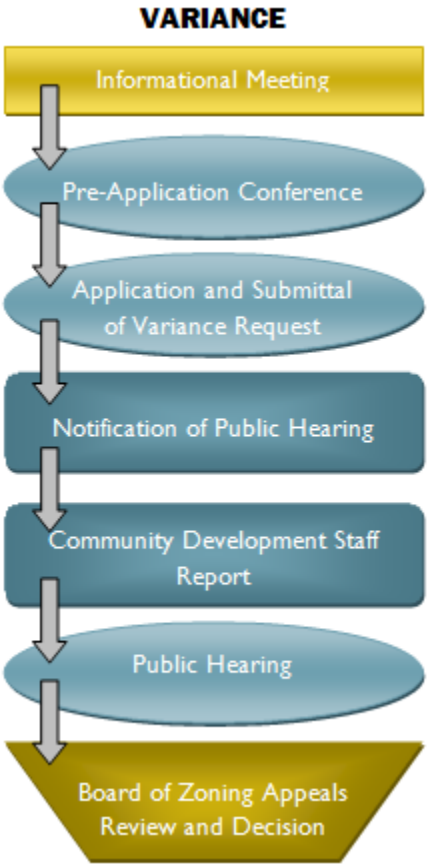
3) Special Uses should be consistent with the policies and recommendations of the *Comprehensive Plan*.
4) If a Special Use application is denied by the Board of Zoning Appeals, thereafter the board will not be required to consider another application for a Special Use that comprises substantially the same proposal, on the same premises, until one year after the date of disapproval.

Section 4.09: Variances

The Variance process is intended to provide limited relief from the requirements of this Ordinance in those cases where strict application of a particular requirement will create an unnecessary hardship prohibiting the use of land in a manner otherwise allowed under the *Zoning Ordinance*. It is not intended that Variances be granted to remove inconveniences or financial burdens that the requirements of this Ordinance may impose on property owners in general. Variances are intended to address extraordinary, exceptional, or unique situations that were not caused by the applicant's act or omission.

(A) THE REVIEW PROCESS

1) Applicants are required to meet with the Community Development Department for a pre-application conference.
2) Following the pre-application conference, the applicant may submit a formal application containing required materials for both a Variance and Minor or Major Site Plan review (as applicable) in accordance with Article 5, Section 5.02(D) of the *Zoning Ordinance*.
3) In accordance with Article 3, Section 3.10 of the *Zoning Ordinance*, the public will be notified of the request for the Variance.
4) The Community Development Department will review the submittal, prepare a staff report, and make a recommendation to the Board of Zoning Appeals.
5) Following staff review and public notification, the Board of Zoning Appeals will conduct at least one public hearing on the application in accordance with Article 3, Section 3.10 of the *Zoning Ordinance*.
6) Within 30 days of the close of the public hearing, the Board of Zoning Appeals will consider the application, relevant support materials, the staff report, and any comments given by the public, and will take one of the following actions:
   a) Approval of the application as submitted;
   b) Approval of the application with minor modifications; or
   c) Denial of the application.



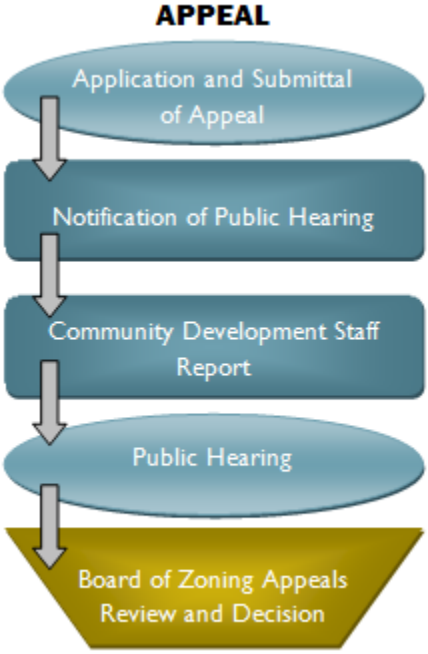
(B) THINGS TO KNOW ABOUT VARIANCES

1) Detailed information on Variance procedures and review criteria is established in Article 5, Section 5.02 of the *Zoning Ordinance*.
2) In the event that a Variance is granted with or without conditions, an instrument evidencing the Variance and conditions, if any, must be recorded by the applicant in the office of the Williamson County Register of Deeds. Proof of said documentation must be provided to the Codes Compliance Director prior to issuance of any permits or approvals.
3) The fact that a site or development does not conform to this Ordinance prior to the consideration of a Variance application may not be used as a basis for the granting of a Variance.
4) If a Variance application is denied by the Board of Zoning Appeals, the Board is not required to consider another application for a Variance that comprises substantially the same proposal, on the same premises, until one year after the date of disapproval.

Section 4.10: Appeals

The appeal of administrative decisions (appeals) process set forth in Article 5, Section 5.03 of the *Zoning Ordinance* is a review procedure that allows an applicant to appeal an administrative decision if the applicant feels the decision was incorrect or that they have been otherwise aggrieved by the decision. Appeals must be made within 30 days of the decision.

(A) THE REVIEW PROCESS



1) Applicants must submit a request for appeal.
2) In accordance with Article 3, Section 3.10 of the *Zoning Ordinance*, the public will be notified of the request for the Appeal.
3) In conjunction with the creation of a staff report, the County staff member whose decision is being appealed will forthwith transmit to the Board of Zoning Appeals all papers constituting the record upon which the action appealed was taken.
4) Following public notification, the Board of Zoning Appeals will conduct at least one public hearing on the application in accordance with Article 3, Section 3.10 of the *Zoning Ordinance*.
5) Within 60 days of the close of the public hearing, the Board of Zoning Appeals will consider the appeal, relevant support materials, and any comments given by the public, and will take one of the following actions:
   a) Affirm, wholly or partly, the administrative decision being appealed;
   b) Reverse, wholly or partly, the administrative decision being appealed; or
   c) Modify the administrative decision being appealed.

(B) THINGS TO KNOW ABOUT APPEALS

1) Detailed information on Appeal procedures and review criteria is established in Article 5, Section 5.03 of the *Zoning Ordinance*.
2) A decision by the Administrator or other administrative officer will be presumed correct, and may not be reversed or modified unless the Board of Zoning Appeals finds there is substantial evidence in the record, which presumes otherwise.
3) If an Appeal application is denied by the Board of Zoning Appeals, thereafter the Board is not required to consider another application for an Appeal that comprises substantially the same proposal, on the same premises, until one year after the date of disapproval.

Section 4.11: Sign Permits

(A) THE REVIEW PROCESS

1) Applicants must submit a formal application.
2) Following receipt of the application, the Codes Compliance Director may distribute the application to other appropriate County departments for review and comment. Such comment may be used by the Codes Compliance Director in making the decision.
3) The Codes Compliance Director will review the application and take one of the following actions based on the standards in *Article 7, Section 7.06: Sign Permit Review Standards* of the *Zoning Ordinance*:
   a) Approval of the application as submitted; or
   b) Denial of the application.

(B) THINGS TO KNOW ABOUT SIGN PERMITS

1) Detailed information on Sign Permits and review criteria is established in Article 18, Section 18.04 of the *Zoning Ordinance*.
2) A sign permit is not required for general maintenance to existing signs unless there is a structural or copy change that is more than what would be considered a minor modification.

Section 4.12: Temporary Use Permits

(A) THE REVIEW PROCESS

1) Applicants must submit a formal application.
2) Following receipt of the application, the Planning Director may distribute the application to other appropriate County departments for review and comment. Such comment may be used by the Planning Director in making the decision.
3) The Planning Director will review the application and take one of the following actions based on the standards in *Article 8, Section 8.02(G): Temporary Uses and Structures* of the *Zoning Ordinance*:
   a) Approval of the application as submitted; or

b) Denial of the application.

(B) THINGS TO KNOW ABOUT TEMPORARY USE PERMITS

1) In cases of "Special Events – Extensive Impact" the Temporary Use Permit may only be issued upon approval of a Special Use in accordance with Article 5 of the *Zoning Ordinance*.

2) Temporary structures must meet all setbacks of the applicable zoning district, unless otherwise noted.

Section 4.13: Building Permits

(A) THE REVIEW PROCESS

1) Applicants must submit a formal application.

2) Following receipt of the application, the Building Codes Director may distribute the application to other appropriate County departments for review and comment. Such comment may be used by the Building Codes Director in making the decision.

3) The Building Codes Director will review the application and take one of the following actions based on the standards in *Article 8, Section 8.03(F): Building Permit Review Standards* of the *Zoning Ordinance*:

a) Approval of the application as submitted; or

b) Denial of the application.

(B) THINGS TO KNOW ABOUT BUILDING PERMITS

1) The following items are required at the time of permit application:

a) Zoning Certificate

b) Building Permit Application

c) Storm Water Guidelines Form

d) Site Plan

e) Building Plans

2) A complete listing of all required documents, as well as a breakdown of the building permit application process can be found in Appendix 5.02.

3) No Building Permit can be issued until:

a) All necessary approvals have been issued for water supply, sewer or septic systems, storm water, and driveways;

b) A Zoning certificate has been approved; and

c) All required bondable improvements have been completed or appropriate bonds have been posted.

4) If the Building Permit is issued with conditions, the applicant will be required to submit revised documentation demonstrating compliance with all conditions.

5) No work may begin prior to the issuance of a Building Permit.

Submittal Requirements are included in* Appendix 5.05: Steps in Obtaining a Building Permit *of this document. Contact the Planning Department for the latest version of the Requirements for different building types.

Chapter 5: Appendices

Appendix 5.01: Contact Information

TABLE 5.01-1: CONTACT INFORMATION	
DEPARTMENT OR AGENCY	**CONTACT INFORMATION**
GENERAL WILLIAMSON COUNTY DEPARTMENT OFFICES	
MAYOR'S OFFICE	PHONE: 615-790-5700
PLANNING DEPARTMENT	PHONE: 615-790-5725
ENGINEERING DEPARTMENT	PHONE: 615-790-5708
BUILDING CODES DEPARTMENT	PHONE: 615-790-5718
CODES COMPLIANCE	PHONE: 615-790-5736
SEWAGE DISPOSAL MANAGEMENT	PHONE: 615-790-5751
PROPERTY ASSESSOR	PHONE: 615-790-5709
REGISTER OF DEEDS	PHONE: 615-790-5706
HIGHWAY DEPARTMENT	PHONE: 615-790-5596
ADDRESSING	PHONE: 615-790-6083
MUNICIPALITIES WITHIN WILLIAMSON COUNTY	
CITY OF BRENTWOOD	PHONE: 615-371-0060
CITY OF FAIRVIEW	PHONE: 615-799-2484
CITY OF FRANKLIN	PHONE: 615-791-3212
TOWN OF NOLENSVILLE	PHONE: 615-776-3633
CITY OF SPRING HILL	PHONE: 931-486-2252
TOWN OF THOMPSON'S STATION	PHONE: 615-794-4333
UTILITY COMPANIES	
HB&TS UTILITY COMPANY	PHONE: 615-794-7796
MALLORY VALLEY DISTRICT	PHONE: 615-628-0237
MILCROFTON UTILITY DISTRICT	PHONE: 615-794-5947
HARPETH VALLEY DISTRICT	PHONE: 615-352-7076
NOLENSVILLE/COLLEGE GROVE UTILITY DISTRICT	PHONE: 615-771-2511
CARTWRIGHT CREEK UTILITY DISTRICT	PHONE: 615-221-9058
LYNWOOD UTILITY CORPORATION	PHONE: 615-790-3362
EDUCATION OFFICES	
WILLIAMSON COUNTY BOARD OF EDUCATION	PHONE: 615-472-4000
FRANKLIN SPECIAL SCHOOL DISTRICT	PHONE: 615-794-6624
STATE AGENCIES	
TN DEPARTMENT OF ARCHEOLOGY	PHONE: 615-741-1588
TN FIRE MARSHALL	PHONE: 615-741-7190
TN DEPARTMENT OF TRANSPORTATION (TDOT)	PHONE: 615-741-2848
TN DEPARTMENT OF ENVIRONMENT AND CONSERVATION	PHONE: 615-532-0109
TN HISTORICAL COMMISSION	PHONE: 615-532-1550

Appendix 5.02: Steps in Obtaining Your Permit

(A) STEPS IN OBTAINING A BUILDING PERMIT FOR A NEW CONSTRUCTION

1) Request for Services - Completion of the Zoning Certificate will identify the property's Zoning District and application requirements.

a) Required Documents:

i) Site Plan depicting all existing and proposed structures, buildings, septic field(s), setbacks from property lines, etc. If an engineered site plan is required, it must be sealed by an engineer.

ii) Elevations of the front, rear, and both sides; include roof pitch

iii) Foundation Layout includes information on perimeter footing, pier locations, crawl space vents, girder size, and floor joist sizing and spacing.

iv) Footing and Wall Sections with type and size of footing, stem wall (concrete or CMU block), wall construction (studs, wall covering, roof, etc), and capblock, pressure treated plate, termite plate or termite shield.

v) Framing Details/Structural Drawings

vi) Floor Plans depicting door and window locations, partitions, ceiling joist and rafter size, and room types.

vii) Erosion Control Checklist available in person at the Planning Front Desk.

viii) Certificate of Worker's Compensation Insurance, *Contractors Only*

ix) Copy of Current Contractor's License, *Contractors Only*

2) Septic Permit – Present a copy of the complete Zoning Certificate to the Department of Sewage Disposal Management for processing of the application for a Septic Permit.

3) Land Disturbance Permit – A Land Disturbance Permit is required for platted subdivision lots or lots which exceed one acre of total disturbance.

CHECKLIST: WHAT DO I NEED FOR A BUILDING PERMIT?

- SITE PLAN
- ELEVATIONS
- FOUNDATION LAYOUT
- FOOTINGS/WALL SECTIONS
- FLOOR PLAN
- FRAMING DETAILS
- WORKERS COMPENSATION INSURANCE
- CONTRACTOR'S LICENSE

Appendix 5.02: Fee Schedule

Plan review is the process by which staff from Engineering, Building Codes, Sewage Disposal Management, Codes Compliance, and Planning review building requests. Submittals for approval may be accompanied by a filing fee.

SCHEDULE OF PERMIT FEES			
Applicable Section	**Type of Fee**	**Applicable Fee**	
B101	Permit	$1,000 and less	No fee, unless inspection is required in which case a $15.00 fee for each inspection shall be charged
		$1,000 - $50,000	$15.00 for the first $1,000 plus $5.00 for each additional thousand or fraction thereof, to and including $50,000
		$50,000 - $100,000	$260.00 for the first $50,000 plus $4.00 for each additional thousand or fraction thereof, to and including $100,000
		$100,000 - $500,000	$460.00 for the first $100,000 plus $3.00 for each additional thousand or fraction thereof, to and including $500,000
		$500,000 and greater	$1,660.00 for the first $500,000 plus $2.00 for each additional thousand or fraction thereof
		Archiving	$5.00 applicable for all permits issued
B102	Moving	Moving of any building or structure	$250.00
B104	Penalties	Where work for which a permit is required by this code or is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein.	
B105	Plan-Checking	When the valuation of the proposed construction exceeds $1,000.00 and a plan is required to be submitted by 104.2, a plan checking fee shall be paid to the building official at the time of submitting the plans and specification for checking said plan. Plan checking fees shall be equal to one-half of the building permit fee as set forth in 104.7. Such plan checking fee is in addition the building permit fee.	
	Plumbing	Issue of permit	$10.00
		Sewer	$5.00
		In addition for each plumbing fixture, floor drain, or trap (including water and drainage piping)	$2.50 per fixture
		For each water heater or vent	
	Mechanical	Issue of permit	$10.00
		First $1,000 valuation	$10.00
		Each additional $1,000 valuation	$2.00
		Repair, replacement or additions	$5.00 plus $2.00 for each additional $1,000 valuation
	Privilege Tax	Residential	$2.00 per SF (including cities)
		Commercial	$0.34 per SF
NOTES: Fees are subject to change without notice.			

SCHEDULE OF APPLICATION FEES

Department	Type of Project	Applicable Fee		
Planning	Subdivisions	Concept Plan (*also referred to as Sketch Plan*)	$5.00 per acre	
		Preliminary Plat	$10.00 per acre	
		Final Plat	$15.00 per buildable lot or dwelling unit created	
	Site Plans	Minor Site Plan (<5,000 SF)	$100.00 (1)	
		Major Site Plan (>5,000 SF)	$100.00 + $0.02 per SF over 5,000 SF (2)	
	Zoning	Rezoning Request (Map or Text)	$300.00 (3) (4)	
	Minor Revision	Final Plat, Minor Subdivision Plat, Agricultural Subdivision Plat	$50.00	
	Zoning Certificate	Zoning Certificate Application	No Charge	
	Permits	Temporary Use Permits	$50.00 (1)	
		Accessory Use Permits	$50.00 (1)	
Codes Compliance	Board of Zoning Appeals	Special Use	$100.00	
		Variance		
		Appeal		
	Permits	Sign Permits	No Charge	
Engineering	Storm Water	Residential Lots	$150.00	
		Non-Residential Lots and Subdivisions	$300.00	
	Traffic Study	Traffic Access Analysis (TAA) (5)	$1,300.00	
		Traffic Impact Analysis (TIA) (6)	$1,600.00	
		Traffic Impact Study (TIS) (7)	$2,000.00	
	Early Subdivision Bond Review Fee	Early Review For Bonds Associated with any Subdivision or Site Plan	$500.00	
Sewage Disposal Management	System	Non-Traditional Waste Water System	$3,500.00	
	Permits	Conventional SSDS	No Oversized Bathing Fixtures	$350.00
			Oversized Bathing Fixtures	$425.00
		Alternative SSDS	No Oversized Bathing Fixtures	$550.00
			Oversized Bathing Fixtures	$575.00
		Repair of SSDS	$100.00	
	Review and Re-certifications	Recertification Letter	$250.00	
		Water Sample	$100.00 plus applicable lab fees	
		Subdivision Plat Review	$125.00 per lot	
		Technical Assistance	$25.00	
		Preliminary Soil Investigation	$60.00 per hour	
		Soil Mapping	$175.00 per acre	

NOTES:
Fees are subject to change without notice.

1.) The following uses are exempt from minor site plan, major site plan, temporary use and accessory use review fees: single-family dwellings and institutional single-family homes (1-8 residents); all uses listed in Table 11.04-1 (Permitted Accessory Uses and Structures) except those listed as "S"; and all uses listed in Table 11.05-1 (Permitted Temporary Uses and Structures) except those listed "S", and "acceptance of fill material", "borrow pits", "temporary asphalt, asphalt reprocessing or rock quarries" uses, which are subject to minor/major site plan review fees (as applicable). Fireworks Sales are subject to temporary use review fees noted above.
2.) "Square Feet (SF)" refers to all proposed buildings/structures on the applicable site plan
3.) No fee is required if initiated by Planning Commission, County Board of Commissioners, or Community Development Staff.
4.) A $5.00 Archiving fee shall be assessed for all Re-Zoning and Variance Requests.
5.) TAAs shall be conducted for developments that generate 50 or fewer pm peak trips, and located within the MGA and SIC Zoning Districts.
6.) TIAs shall be conducted on all projects generating more than 50 pm peak trips, but not more than 400 pm peak trips.
7.) TISs shall be conducted on all projects generating 400 or more pm peak trips.

Appendix 5.03: Pre-Application Form

Williamson County, Planning Department
1320 West Main Street, Ste 400
Phone: (615) 790-5725
Fax: (615) 591-8531
http://www.williamsoncounty-tn.gov

Pre-Application Form/Receipt

Notes Prepared By: Date:

Applicant/Consultant Info
Property Owner Name:
Property Owner Phone: **Property Owner Email:**

Consultant Name:
Contact Phone: **Contact Email:**

Site Info
Site Address:
Map---Parcel: **Total Acreage:**
Current Zoning: **Use Type:**
Project Type: **Approval by:**

YES / NO Project is subject to Article 13: Resource Protection Standards of WCZO

Purpose of Meeting:

_____
_____

Please contact the following staff members with questions regarding your project:

Planning (790-5725)

Engineering (790-5809)

Sewage Disposal (790-5751)

Building Codes (790-5718)

Storm Water (790-5608)

Meeting Notes:

TO BE COMPLETED BY STAFF

Additional Requirements

- ☐ Letter of Intent
- ☐ Approval Letter *Sewage Disposal Management*
- ☐ Approval Letter *Water Utility District*
- ☐ *2nd Pre-App Conference (no later than 7 days prior to submittal)*
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Planning Commission
Submittal Deadline: _____
Target Meeting Date: _____

Board of Zoning Appeals
Submittal Deadline: _____
Letter of Approval from SDM: _____
Target Meeting Date: _____ _____

Submittals shall be prepared per the latest checklist provided during the pre-application conference. Submittals will not be processed unless they contain the two basic elements below:

1. Application completed by applicant. Pre-application form completed by staff.
2. Fees paid per applicable checklist.

Note: This form is intended to aid with the application process, and may not include all required materials.

Appendix 5.04: Applications & Exemptions

(A) SPECIAL EVENT APPLICATION FORM

WILLIAMSON COUNTY SPECIAL EVENT PERMIT APPLICATION
Planning Department | 1320 West Main Street, Ste 400, Franklin, Tennessee 37064
Phone: 615-790-5725 | Fax: 615-591-8531

CONTACT INFORMATION	
Primary Contact:	
Email:	Phone:
Secondary Contact:	
Email:	Phone:
Name of Organization (If applicable):	
(Please circle) Non-Profit Charity Government Corporation Private Party Commercial Business Other	

SITE INFORMATION		
Property Owner:		
Site Address:		# of Acres:
City:	State:	Zip:
Current Use of Property:		
Does the Event meet any of the follow criteria:		
Taking Place on Historical Site: *(Please circle)* Yes No	In Support of Historical Site: *(Please circle)* Yes No	
If yes, what historical site is being represented?		
Taking Place on Farm/Agricultural Site: *(Please circle)* Yes No	In Support of Farm/Agricultural Site: *(Please circle)* Yes No	
If yes, is there commercial production of farm products or nursery stock?		
If yes, what commercial farm product(s) does the site produce?		
Taking Place on Commercial Site: *(Please circle)* Yes No	In Support of Commercial Site: *(Please circle)* Yes No	
If yes, what commercial site is being represented?		

EVENT INFORMATION	
Name of Event:	
(Please circle) Concert Festival/Fair Parade Artisan/Antique/Craft Show Run/Walk Private Party Recreational Event Re-Enactment Film Shoot Camping Corporate Retreat Other	
If other, please explain:	
Date/Time Event Begins:	Date/Time Event Ends:
Will the event require additional days for setup and tear down: *(Please circle)* Yes No	
Will the event have vendors present? *(Please circle)* Yes No	If yes, how many vendors will be present?
Date/Time Setup Begins:	Date/Time Tear Down Ends:
Is this event new to the County? *(Please circle)* Yes No	If no, how old is the event?
Estimated Total Attendance:	Estimated Peak Time Attendance:
Is the event open to the public? *(Please circle)* Yes No	Do you plan to sell tickets? *(Please circle)* Yes No
Will any admission charges apply? *(Please circle)* Yes No	
Is the property owner charging for the use of the property? *(Please circle)* Yes No	
Will donations be accepted on behalf of an organization? *(Please circle)* Yes No	

OVER →

If yes, please note the organization(s):
Will any street closures be required for the event? *(Please circle)* Yes No
If yes, please note the streets to be closed:
Will alcohol be present on site? *(Please circle)* Yes, it will be sold to attendees Yes, it will be given away No, alcohol will not be on site
Is there any additional information you'd like to share?

SIGNATURES AND ACKNOWLEDGEMENTS	
I understand that upon determination of my event classification by the Williamson County Planning Department, I may be required to provide additional materials for approval. These may include, but are not limited to: owner's written consent, site plan, affidavit of compliance for required notifications, and applicable contracts. I also understand that there is no fee for this application. Should this event be classified as a Special Event – Extensive Impact, a fee of $100 will be incurred and the event will be required to go before the Board of Zoning Appeals for approval. By signing below, I certify that the above information is true and correct to my knowledge.	
Signature of applicant:	Date:

----------DO NOT WRITE BELOW THIS LINE----------

OFFICE USE ONLY	
Permit Type:	
Permit Number:	Approval Date:
Staff Reviewer:	
Staff Signature:	

(B) APPLICATION FOR AGRICULTURAL EXEMPTION

This page intentionally left blank.

(C) CERTIFICATE OF AGRICULTURAL EXEMPTION

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Appendix 5.05: Checklists

(A) SITE PLAN CHECKLIST

SITE PLAN CHECKLIST		
*Submittals should include six (6) folded copies for Major Site Plans, and three (3) folded copies for Minor Site Plans.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the site plan, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTED.		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
REQUIRED INFORMATION		
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District (as applicable)
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name
		Address, including City and Zip Code
		Acreage of Parcel
		Current Zoning
		North Arrow
		Date
		Scale
Section 3: Site Plan		
	Proposed Use (i.e. Residential Business, Church, School, etc)	
	Square Footage of the Proposed Use	
	Number of Employees (if parking requirements are based on employees)	
	Present Record Owner Identified, including deed book and page number	
	Adjacent property owners identified, including deed book and page number	
	Minimum building setback lines based on zoning district	
	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Street names, locations, classifications, and speed limits identified	

	Existing Buildings	
		Location
		Dimensions
		Height (noted in Stories)
		Distance to all property lines (in feet)
		Square Footage
	Proposed Buildings	
		Location
		Dimensions
		Height (noted in Stories)
		Distance to all property lines (in feet)
		Square Footage
	Buffers, ROW, and Easements Identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Location, Height of all fences and retaining walls	
	Building envelopes identified	
	Open Space areas identified and requisite percentage shown per Article 14	
	Outdoor facilities (such as storage) identified	
	Freestanding Signs identified (if applicable)	
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilites identified and approved
	Site countour map	
	Grading and Drainage approved by the County Engineer	
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Waterway Natural Area Note Affixed to Plat, as required:	
		This property has been reviewed for the existence of intermittent and perennial streams. Streams that would require Waterway Natural Areas as described in Section 4 of the Williamson County Storm Water Management Regulations have been located as shown.
	Absence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. None of the mentioned features are present on this site.
	Presence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. Areas falling within this categories are noted on this plan.
	Limits of distrubance	
	Square footage of area disturbed, if applicable	
	Square footage of total impervious area	
Section 5: Landscaping and Roads		
	Existing Landscaping identified	

	Landscape Plan identifying:	
		Proposed Landscaping, size and caliper
		Existing and Proposed Buffer Areas
		Species diversity and native and/or drought tolerant vegetation
		List of Proposed Plantings, if necessary
	Parking Areas Identified	
	Location and number of parking spaces identified per Article 17 of the Zoning Ordinance (shall fall within appropriate minimums and maximums)	
	Controlling Authority approval for Vehicular Entrance	
	Location, arrangement, and dimensions of vehicular entrances, exits, and aisles	
	Traffic calculations pursuant to Article 19 of the Zoning Ordinance	
	ADA requirements met	
Section 6: Additional Requirements		
	Lighting Plan, including photometrics	
	Noise Plan and/or Note	
	Performance Guarantees (TBD by Staff)	

(B) LARGE LOT EASEMENT SUBDIVISION

LARGE LOT EASEMENT SUBDIVISION CHECKLIST		
*Submittals should include six (6) folded copies of the Proposed Plat.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the site plan, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTED		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
REQUIRED INFORMATION		
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District, as applicable
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name
		Address, including City and Zip Code
		Acreage of Parcel
		Current Zoning
		North Arrow
		Date
		Scale
		Error of Closure Statement (1:10,000)
	Copy of deed and consent by owner(s)	
Section 3: Final Plat		
	Present Record Owner Identified, including deed book and page number	
	Adjacent property owners identified, including deed book and page number (lot number and plat book(s), page number(s) are also acceptable)	
	Minimum building setback lines based on base zoning	
	The value of true bearings and angles dimensioned in degrees and minutes	

	The value of true bearings and angles dimensioned in degrees and minutes	
	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Lot numbers identified	
	Addresses identified	
	Street names and locations identified	
	Identification of critical lots	
	Existing Buildings	
		Location
		Dimensions
		Height (noted in Stories)
		Distance to all property lines (in feet)
		Square Footage
	Buffers, ROW, and Easements identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Location, Height of all fences and retaining walls	
	Building envelopes identified	
	Open Space areas identified and requisite percentage shown per Article 14	
	Any approved or requested variances noted	
	Certificates Required:	
		Certificate of Ownership and Dedication, signed
		Certificate of Accuracy, signed
		Certificate of Approval of Utility Systems, unsigned
		Department of Sewage Disposal Management Approval, unsigned
		Certificate of Approval of Streets, unsigned
		Certificate of Approval for Recording, unsigned
		Certificate for Addresses, unsigned
		Certificate of Approval of Subdivision Name and Street Names, unsigned
	Notations, if applicable:	
		Private Driveway Notation
		If a well is proposed, the following note shall be added: *Public potable water is not available for this site. Williamson County bears no responsibility when approving this plat that a dedicated source of potable water is available.*
		Any self imposed or special requirements imposed on lots are identified
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilities identified and approved
	Site contour map (may be separate exhibit at same scale as plat)	

	Grading and Drainage approved by the County Engineer	
	Stormwater Operation and Maintenance Plan	
	Location of fire hydrants and evidence of fire flows	
	Schedule of driveway culvert sizes, if applicable	
	Bonds, if applicable:	
		$_____ for Water
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Waterway Natural Area Note Affixed to Plat, as required:	
		This property has been reviewed for the existence of intermittent and perennial streams. Streams that would require Waterway Natural Areas as described in Section 4 of the Williamson County Storm Water Management Regulations have been located as shown.
Section 5: Resource Protection Standards		
	Steep topography and slippage soils	
	Karst topography	
	Wetlands	
	Woodland and Tree Protection	
	Historical and Cultural Resource Protection	
	Absence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. None of the mentioned features are present on this site.
	Presence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. Areas falling within this categories are noted on this plan.
Section 6: Additional Requirements		
	Bufferyard Landscaping, if required	

(C) TRADITIONAL SUBDIVISION: MINOR CHECKLIST

MINOR SUBDIVISION CHECKLIST		
*Submittals should include four (4) folded copies of the Proposed Plat.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the site plan, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTED.		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
REQUIRED INFORMATION		
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District, as applicable
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name
		Address, including City and Zip Code
		Acreage of Parcel
		Current Zoning
		North Arrow
		Date
		Scale
		Error of Closure Statement (1:10,000)
	Copy of deed and consent by owner(s)	
Section 3: Final Plat		
	Present Record Owner Identified, including deed book and page number	
	Adjacent property owners identified, including deed book and page number (lot number and plat book(s), page number(s) are also acceptable)	
	Minimum building setback lines based on zoning district	
	The value of true bearings and angles dimensioned in degrees and minutes	
	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Lot numbers identified	

	Location and description of all monuments	
	Addresses identified	
	Street names and locations identified	
	Existing Buildings	
		Location
		Dimensions
		Height (noted in Stories)
		Distance to all property lines (in feet)
		Square Footage
	Buffers, ROW, and Easements identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Location, Height of all fences and retaining walls	
	Building envelopes identified with required setbacks noted	
	Any approved or requested variances noted	
	Certificates Required:	
		Certificate of Ownership and Dedication, signed
		Certificate of Accuracy, signed
		Department of Sewage Disposal Management Approval, unsigned
		Certificate for Addresses, unsigned
		Certificate of Approval of Subdivision Name and Street Names, unsigned
		Certificate of Approval of Utility Systems, unsigned
		Certificate of Approval for Recording, unsigned
	Notations, if applicable:	
		If a well is proposed, the following note shall be added: *Public potable water is not available for this site. Williamson County bears no responsibility when approving this plat that a dedicated source of potable water is available.*
		Any self imposed or special requirements imposed on lots are identified
		Private Driveway Notation, as required
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilites identified and approved
	Grading and Drainage approved by the County Engineer	
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Waterway Natural Area Note Affixed to Plat, as required:	
		This property has been reviewed for the existence of intermittent and perennial streams. Streams that would require Waterway Natural Areas as described in Section 4 of the Williamson County Storm Water Management Regulations have been located as shown.
	Absence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. None of the mentioned features are present on this site.

	Presence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. Areas falling within this categories are noted on this plan.
	Stormwater Operation and Maintenance Plan	
	Location of fire hydrants and evidence of fire flows	
	Bonds, if applicable:	
		$_____ for Roads, Drainage and Erosion Control
		$_____ for Water
		$_____ for Sewer
		$_____ for Landscaping
		$_____ for other improvements
	Site Contour Map (Identifying 5-foot contours)	
	Funds-in-lieu of detention amount $ _____, if applicable	

(D) CONCEPT PLAN CHECKLIST

CONCEPT PLAN CHECKLIST		
*Submittals should include six (6) folded copies of the Concept Plan.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the plat, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTED.		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
	REQUIRED INFORMATION	
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District, as applicable including evidence of adequate fire flows
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name
		Address, including City and Zip Code
		Acreage of Land to be Subdivided
		Number of Lots Proposed
		Current Zoning
		North Arrow
		Date
		Scale
	Copy of deed and consent by owner(s)	
	Professional Seal, Signed	
Section 3: Concept Plan		
	Present Record Owner Identified, including book and page number	
	Adjacent property owners identified, including deed book and page number (lot number and plat book(s), page number(s) are also acceptable)	
	Minimum building setback lines based on zoning district	

	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Street names and locations identified	
	Identification of critical lots	
	Existing Buildings identified	
	Buffers, ROW, and Easements identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Proposed phasing of development outlined	
	Property Lines and Building Envelopes identified with required setbacks noted	
	Open Space areas identified and requisite percentage shown per Article 14	
	Any approved or requested variances noted	
	Lot Area Table	
	Lot Areas Identified	
	Notations, if applicable:	
		If a well is proposed, the following note shall be added: *Public potable water is not available for this site. Williamson County bears no responsibility when approving this plat that a dedicated source of potable water is available.*
		Any self imposed or special requirements imposed on lots are identified
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilites identified and approved
	Grading and Drainage approved by the County Engineer	
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Waterway Natural Area Note Affixed to Plat, as required:	
		This property has been reviewed for the existence of intermittent and perennial streams. Streams that would require Waterway Natural Areas as described in Section 4 of the Williamson County Storm Water Management Regulations have been located as shown.
	Approval of Subdivision name by County Emergency Management	
	Topographic Contours	
	Required additional right-of-way dedications for roadways identified on Major Thoroughfare Plan	
	Preliminary calculation of Highway Capacity Adjustment	
Section 5: Natural Resource Protection		
	Open Space areas identified and requisite percentage shown per Article 14	
	Landscape Buffer widths and types shown	
	Compliance with Article 13 for the following, as applicable:	
		Waterway Natural Areas
		Steep Topography and Slippage Soils
		Karst Topography

		Special Flood Hazard Area Protection
		Wetland Protection
		Woodland and Tree Protection
		Historic and Cultural Resource Protection
	Resource Protection Plan	
	Absence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. None of the mentioned features are present on this site.
	Presence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. Areas falling within this categories are noted on this plan.

(E) PRELIMINARY PLAT CHECKLIST

PRELIMINARY PLAT CHECKLIST		
*Submittals should include six (6) folded copies of the Preliminary Plat, and two (2) copies of the Concept Plan, as applicable.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the plat, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTED.		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
REQUIRED INFORMATION		
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District, as applicable
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name
		Address, including City and Zip Code
		Acreage of Parcel
		Current Zoning
		North Arrow
		Date
		Scale
	Copy of deed and consent by owner(s)	
Section 3: Preliminary Plat		
	Present Record Owner Identified, including deed book and page number	
	Adjacent property owners identified, including deed book and page number (lot number and plat book(s), page number(s) are also acceptable)	
	Minimum building setback lines based on zoning district	
	The value of true bearings and angles dimensioned in degrees and minutes	
	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Lot numbers identified	
	Critical lots identified	
	Street names and locations identified	
	Existing buildings identified	

	Buffers, ROW, and Easements identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Location, Height of all fences and retaining walls	
	Building envelopes identified with required setbacks noted	
	Open Space areas identified and requisite percentage shown per Article 14	
	Any approved or requested variances noted	
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilites identified and approved
	Site countour map	
	Grading and Drainage approved by the County Engineer	
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Waterway Natural Area Note Affixed to Plat, as required:	
		This property has been reviewed for the existence of intermittent and perennial streams. Streams that would require Waterway Natural Areas as described in Section 4 of the Williamson County Storm Water Management Regulations have been located as shown.
	Absence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. None of the mentioned features are present on this site.
	Presence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. Areas falling within this categories are noted on this plan.
	Location of fire hydrants and evidence of fire flows	
Section 5: Additional Requirements		
	Approval of street names by County Emergency Management	
	Resource Protection Plan	
	All applicable stipulations of Concept Plan have been met	

(F) FINAL PLAT CHECKLIST

FINAL PLAT CHECKLIST		
*Submittals should include six (6) folded copies of the Proposed Plat, and two (2) copies of the Preliminary Plat.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the plat, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTED		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
REQUIRED INFORMATION		
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District, as applicable
	Must meet stipulations of Preliminary Plat approval	
	Submitted prior to expiration of Preliminary Plat Approval on: _____	
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name and Section, if applicable
		Address, including City and Zip Code
		Acreage of Parcel
		Current Zoning
		North Arrow
		Date
		Scale
		Error of Closure Statement (1:10,000)
	Copy of deed and consent by owner(s)	
Section 3: Final Plat		
	Present Record Owner Identified, including deed book and page number	
	Adjacent property owners identified, including deed book and page number (lot number and plat book(s), page number(s) are also acceptable)	
	The value of true bearings and angles dimensioned in degrees and minutes	

	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Lot numbers identified	
	Addresses identified	
	Street names and locations identified	
	Identification of critical lots	
	Existing Buildings identified	
	Buffers, ROW, and Easements identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Location, Height of all fences and retaining walls	
	Building envelopes identified with required setbacks noted	
	Open Space areas identified and requisite percentage shown per Article 14	
	Any approved or requested variances noted	
	Certificates Required:	
		Certificate of Ownership and Dedication, signed
		Certificate of Accuracy, signed
		Certificate of Approval of Utility Systems, unsigned
		Copy of State Operating Permit (Land Treatment Systems only)
		Certificate of Addresses, unsigned
		Certificate of Approval of Subdivision Name and Street Names, unsigned
		Certificate of Approval of Streets
		Department of Sewage Disposal Management Approval, unsigned
		Certificate of Approval for Recording, unsigned
	Notations, if applicable:	
		If a well is proposed, the following note shall be added: *Public potable water is not available for this site. Williamson County bears no responsibility when approving this plat that a dedicated source of potable water is available.*
		Any self imposed or special requirements imposed on lots are identified
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilites identified and approved
	Grading and Drainage approved by the County Engineer	
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Waterway Natural Area Note Affixed to Plat, as required:	
		This property has been reviewed for the existence of intermittent and perennial streams. Streams that would require Waterway Natural Areas as described in Section 4 of the Williamson County Storm Water Management Regulations have been located as shown.
	Absence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. None of the mentioned features are present on this site.

	Presence of Protected Resources Note Affixed to Plat, as required:	
		This site has been reviewed for the presence of Steep Slopes, Hilltops and Ridgetops, Slippage Soils, and Karst Features. Areas falling within this categories are noted on this plan.
	Stormwater Operation and Maintenance Plan	
	Woodland and Tree Protection measures noted, as applicable	
	Location of fire hydrants and evidence of fire flows	
	Bonds, if applicable:	
		$_____ for Roads, Drainage and Erosion Control
		$_____ for Water
		$_____ for Sewer
		$_____ for Landscaping
		$_____ for other improvements
	Site Contour Map (Identifying 5-foot contours)	
	Funds-in-lieu of detention amount $ _____, if applicable	
Section 5: Landscaping and Roads		
	Statement of total mileage amount for each new road approved for the subdivision	
	Schedule of driveway culvert sizes, if applicable	
	Landscape Plan identifying:	
		Proposed Landscaping, size and caliper
		Existing and Proposed Buffer Areas
		Species diversity and native and/or drought tolerant vegetation
		List of Proposed Plantings, if necessary
Section 6: Additional Requirements		
	HOA documents submitted, as applicable	
	Resource Protection Plan	
	Open Space areas identified and requisite percentage shown per Article 14	
	Two (2) Copies of the approved final plat in .dwg format on recordable media and based on the Tennessee State Plan Coordinate System	

(G) MINOR REVISION CHECKLIST

MINOR REVISION CHECKLIST		
*Submittals should include four (4) folded copies of the Proposed Plat, and one copy of the plat being revised.		
**All plans are required to be sealed, signed and dated by licensed professionals in the state of Tennessee and in accordance with state law and Williamson County requirements.		
***Every item on this checklist must be addressed, either by inclusion on the plat, by letter, or by written explanation. Failure to do so constitutes an incomplete submittal, and will be subject to withdrawal from consideration.		
ALL ITEMS MARKED WITH AN 'X' HAVE BEEN ADDRESSED AND REQUIRE NO FURTHER ACTION UNLESS OTHERWISE NOTE		
PROJECT NAME		
ZONING CERTIFICATE NUMBER		
APPLICANT NAME		
APPLICANT CONTACT INFO		
REQUIRED INFORMATION		
Section 1: Preliminary Information		
	Pre-Application Conference Form	
	Zoning Certificate	
	Fee (nonrefundable)	
	Required Letters of Approval:	
		Department of Sewage Disposal Management
		Letter of Water/Sewer Availability from appropriate Water Utility District, if applicable
	Purpose of Revision	
Section 2: General Information		
	Map and Parcel Number	
	Drawn to scale (TBD during pre-application conference) on sheets a minimum of 18'x24' showing the entire parcel(s) involved	
	Location Map (Property shown in relation to at least one major intersection)	
	Title Box (including):	
		Project Name
		Address, including City and Zip Code
		Acreage of Parcel
		Current Zoning
		North Arrow
		Date
		Scale
		Error of Closure Statement (1:10,000)
	Copy of deed and consent by owner(s)	
Section 3: Final Plat		
	Present Record Owner Identified, including deed book and page number	
	Adjacent property owners identified, including deed book and page number (lot number and plat book(s), page number(s) are also acceptable)	
	Minimum building setback lines based on zoning district	

	The value of true bearings and angles dimensioned in degrees and minutes	
	Length of the boundaries of the site measured to the nearest hundredth of a foot	
	Lot numbers identified	
	Addresses identified	
	Street names and locations identified	
	Identification of critical lots	
	Location and description of all monuments	
	Existing Buildings	
		Location
		Dimensions
		Height (noted in Stories)
		Distance to all property lines (in feet)
		Square Footage
	Buffers, ROW, and Easements identified with dimensions	
		Access
		Drainage
		Waterway Natural Areas
		Public Right-of-Way
		Public Utility
		Other Applicable Easements
	Location, Height of all fences and retaining walls	
	Building envelopes identified with required setbacks noted)	
	Any approved or requested variances noted	
	Certificates Required:	
		Certificate of Ownership and Dedication, signed
		Certificate of Accuracy, signed
		Department of Sewage Disposal Management Approval, unsigned
		Certificate of Approval for Recording, unsigned
		Certificate of Approval of Utility Systems, unsigned
	Notations, if applicable:	
		The recording of this plat voids, vacates, and supercedes the previous recording of… (include lot numbers, subdivision name, plat book and page, and total acreage of all applicable lots).
Section 4: Utilities and Engineering		
	Existing and Proposed Utilities	
		Water Utility Lines identified (size and location)
		Sewer/Septic Facilites identified and approved
	Grading and Drainage approved by the County Engineer	
	Floodplain and Waterway Natural Areas identified with appropriate buffers	
	Location of fire hydrants and evidence of fire flows	

Appendix 5.06: Tree and Plant Lists

TABLE 5.05-1: PERMITTED DECIDUOUS CANOPY TREES	
Scientific Name	**Common Name**
Acer Rubrum	Red Maple
Acer Saccharum	Sugar Maple
Aesculus Species	Buckeye
Betula Nigra	River Birch
Carya Illinoiensis	Pecan
Carya Species	Hickories
Catalpa Speciosa	Northern Catalpa
Celtis Laevigata	Sugar Hackberry
Celtis Occidentalis	Hackberry
Diospyros Virginiana	Persimmon
Fagus Grandifolia	American Beech
Fagus Sylvatica	European Beech
Ginkgo Biloba	Gingko Tree
Gymnocladus Dioicus	Kentucky Coffeetree
Juglans Nigra	Black Walnut
Liquidambar Styraciflua	Sweetgum
Liriodendron Tulipifera	Tuliptree
Magnolia Acuminate	Cucumbertree
Nyssa Sylvatica	Blackgum
Platanus Acerifolia	London Planetree
Platanus Occidentalis	Sycamore
Prunus Serotina	Black Cherry
Robinia Pseudoacacia	Black Locust
Quercus Acutissima	Sawtooth Oak
Quercus Alba	White Oak
Quercus Coccinea	Scarlet Oak
Quercus Falcata	Southern Red Oak
Quercus Lyrata	Overcup Oak
Quercus Macrocarpa	Bur Oak
Quercus Michauxii	Swamp Chestnut Oak
Quercus Muehlenbergii	Chinkapin Oak
Quercus Nigra	Water Oak
Quercus Nuttalli	Nuttall Oak
Quercus Pagoda	Cherrybark Oak
Quercus Palustris	Pin Oak
Quercus Phellos	Willow Oak
Quercus Prinus	Chestnut Oak
Quercus Rubra	Northern Red Oak
Quercus Shumardii	Shumard Oak
Quercus Stellata	Post Oak
Quercus Velutina	Black Oak
Sassafras Albidum	Sassafras
Taxodium Distichum	Baldcypress
Tilia Americana	American Linden
Tilia Cordata	Littleleaf Linden

TABLE 5.06-1: PERMITTED DECIDUOUS CANOPY TREES	
Scientific Name	**Common Name**
Ulmus Americana	American Elm
Ulmus Parvifolia	Chinese/Lacebark Elm
Zelkova Serrata	Japanese Zelkova

TABLE 5.06-2: PERMITTED DECIDUOUS UNDERSTORY TREES	
Scientific Name	**Common Name**
Acer Buergeranum	Trident Maple
Acer Ginnala	Amur Maple
Acer Palmatum	Japanese Maple
Acer Pensyvanicum	Striped Maple
Acer Spicatum	Mountain Maple
Aesculus Pavia	Red Buckeye
Amelanchier Arborea	Serviceberry
Asimina Triloba	Pawpaw
Bumelia lycioides	Buckthorn Bumelia
Carpinus Betulus	European Hornbeam
Carpinus Caroliniana	Hornbeam
Cercis Canadensis	Eastern Redbud
Chionanthus Virginicus	Fringetree
Cladrastis Kentukea	Yellowwood
Cornus Florida	Flowering Dogwood
Cornus Kousa	Kousa Dogwood
Cotinus Obovatus	Smoketree
Crataegus Phaenopyrum	Washington Hawthorne
Crataegus Viridis 'Winter King'	Winter King Hawthorne
Franklinia Alatamaha	Franklin Tree
Halesia Carolina	Carolina Silverbell
Hamamelis Virginiana	Witch Hazel
Koelreuteria Paniculata	Golden Raintree
Lagerstromia Species	Crape Myrtle
Magnolia X Soulangiana	Saucer Myrtle
Malus Species	Crabapple
Ostrya Virginiana	Hophornbeam
Pistacia Chinensis	Chinese Pistache
Prunus 'Okame'	Okame Cherry
Prunus X Yedoensis	Yoshino Cherry
Rhus Copallina	Shining Sumac
Rhus Typhina	Staghorn Sumac
Styrax Species	Snowbell
Symplocos Tinctoria	Sweetleaf
Syringa Reticulata 'Ivory Silk'	Lilac Tree

TABLE 5.06-3: PERMITTED EVERGREEN CANOPY TREES	
Scientific Name	**Common Name**
Abies Concolor	White Fir
Cryptomeria Japonica	Japanese Cryptomeria
Cupressocyparis Leylandii	Leyland Cypress
Juniperus Scopulorum	Rocky Mountain Juniper
Juniperus Virginiana	Eastern Red Cedar
Magnolia Grandiflora	Southern Magnolia
Picea Abies	Norway Spruce
Picea Pungens	Colorado Spruce
Pinus Bungeana	Lacebark Pine
Pinus Echinata	Shortleaf Pine
Pinus Nigra	Austrian Pine
Pinus Strobus	White Pine
Pinus Taeda	Loblolly Pine
Pinus Thunbergii	Japanese Black Pine
Pinus Virginiana	Virginia Pine
Thuja Plicata	Western Red Cedar
Tsuga Canadensis	Canadian Hemlock
Tsuga Carlininana	Carolina Hemlock
Ilex Opaca	American Holly
Ilex Latifolia	Lusterleaf Holly
Ilex X 'Nellie R. Stevens'	Nellie R. Stevens Holly
Ilex X Attenuata 'Fosteri'	Foster's Holly
Ilex X Attenuate 'Savannah'	Savannah Holly
Magnolia Grandiflora	Southern Magnolia
Magnolia Virginiana	Sweetbay Magnolia

TABLE 5.06-4: PERMITTED SHRUBS	
Scientific Name	**Common Name**
Abelia Species	Abelia
Amorpha Fruticosa	Indigobush
Aronia Melanocarpa	Black Chokeberry
Aucuba Japonica	Japanese Aucuba
Azalea Species	Azalea
Berberis Species	Barberry (except Berberis Thundergii)
Buxus Species	Boxwood
Calycanthus Floridus	Sweetshrub
Castanea Pumila	Allegheny Chinkapin
Ceanothus Americanus	New Jersey Tea
Cephalanthus Occidentalis	Buttonbush
Chaenomeles Speciosa	Flowering Quince
Cornus Amomum	Silky Dogwood
Cornus Specieis	Dogwood
Corylus Americana	Hazelnut
Dirca Palustris	Leatherwood
Forsythia Species	Forsythia
Fothergilla Species	Fothergilla
Hamamelis Species	Witch Hazel
Hydrangea Arborescens	Wild Hydrangea
Hydrangea Species	Hydrangea
Ilex Species	Holly
Ilex Verticillata	Winterberry
Itea Virginica	Virginia Willow
Itea Virginica 'Henry's Garnet'	Red Virginia Sweetspire
Juniperus Species	Juniper
Kalmia Latifolia	Mountain Laurel
Lagerstroemia Species	Crepe Myrtle
Ligustrum Species	Ligustrum (except L. Sinense, L. Vulgare, L. Japonicom)
Lindera Benzoin	Spicebush
Magnolia Species	Magnolia
Physocarpus Opulifolius	Ninebark
Pieris Japonica	Japanese Andromeda
Prunus Species	Cherry Laurel
Pyracantha Coccinea	Scarlet Firethorn
Rhododendron Species	Rhododendron, Azalea
Rhus Aromatica	Fragrant Sumac
Rhus Glabra	Smooth Sumac
Rosa Palustris	Swamp Rose
Rosa Species	Knock Out and Carefree Rose
Sambucus Canadensis	Elderberry
Spiraea Species	Spirea (except Spiraea Japonica and Cultivars)
Staphylea Trifolia	Bladdernut
Syringa Vulgaris	Common Lilac
Taxus Species	Yew
Viburnum Species	Viburnum
Vibrunum Acerifolium	Maple Leaf Viburnum
Vitex Agnus-Castus	Chastetree

TABLE 5.06-5: PROHIBITED FROM USE TO MEET LANDSCAPE REQUIREMENTS	
Scientific Name	**Common Name**
Pyrus Calleryana	Callery Pear
Acer Saccharinum	Silver Maple

TABLE 5.06-6: PROHIBITED FROM USE AS SCREENING SHRUBS	
Scientific Name	**Common Name**
Euonymus Kiautschoviucs	Manhattan Euonymus
Abelia Species	Glossy Abelia

The Tennessee Valley Authority provides an excellent online tool to determine the native status of plants based on their scientific and common names. This tool is available online at the following web address: http://www.tva.gov/river/landandshore/stabilization/plantsearch.htm.

Appendix 5.07: Americans with Disabilities Act

In cases of new construction or alterations to an existing property, it is important to recognize that certain requirements set forth by the Americans with Disabilities Act (ADA) must be met by the applicant. It is recommended that applicants familiarize themselves with the *2010 ADA Standards for Accessible Design* to determine that all requirements have been met prior to submission of a formal application. Chapters 3, 4, and 5 of the document are of particular interest as they focus primarily on building requirements, accessible routes, and parking among other important requirements.

A copy of the* 2010 ADA Standards for Accessible Design *is available on the ADA's website at the following web address: http://www.ada.gov/2010ADAstandards_index.htm.

Appendix 5.08: Shared Parking Agreement

Williamson County, TN Community Development 1320 W Main St, Ste 400 Franklin, TN 37064 P: 615-790-5725 F: 615-591-8531	**SHARED PARKING AGREEMENT**	

This SHARED PARKING AGREEMENT ("Agreement") is entered into and effective this _____ day of _____, 20_____, by and between _____ ("Owner") and _____ ("Applicant"), collectively as Parties.

RECITALS

WHEREAS, the Williamson County Zoning Ordinance ("Zoning Ordinance") requires minimum parking availability for certain types of uses in unincorporated Williamson County (the "County"); and

WHEREAS, pursuant to section 17.08(B) of the Zoning Ordinance, Williamson County specifies criteria which must be met in order to utilize shared parking agreements to satisfy the minimum on-site parking requirements; and

WHEREAS, the Parties desire to enter into this agreement to outline the rights and responsibilities of each in relation to the use and maintenance of said parking, as further described herein.

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the parties as herein expressed, the parties hereby agree as follows:

1. _____ (Owner) the owner of the property located at _____, Tax Map_____, Parcel _____,
2. agree(s) to provide _____ (Applicant) the owner of the property located at _____ Tax Map _____, Parcel _____, with the right to the use of (_____) parking spaces from the hours of _____ AM / PM to _____ AM / PM _____ days a week (if less than seven (7) specify which days) as shown on Exhibit A (document illustrating the parking to be used) to this Agreement with said parking spaces on property located at _____.
3. In exchange for the use of the specified parking spaces, Applicant agrees to provide compensation to Owner in the form of_____ (specify).
4. The parking spaces referred to in this Agreement and as shown on Exhibit A have been certified by _____ (consultant or applicant) to be in conformity with applicable standards for parking spaces found in the Zoning Ordinance, and _____ agrees to maintain the parking spaces to meet those standards.
5. The Parties understand and agree that if, for any reason, the parking spaces as described in Exhibit A are no longer available for use by Applicant according to the terms as described herein, Applicant will be in violation of the Zoning Ordinance requirements. If these parking spaces are no longer available, the Applicant will no longer be in compliance and will therefore be required to reduce the use of the property located at _____ to an intensity approved by the County in order to bring the property into conformance with the Zoning Ordinance requirements for the required parking or cease operations and use of the property, if a reduction to an intensity of use that complies with Zoning Ordinance standards is not possible. The Parties agree to waive any right to contest enforcement of the County's Zoning Ordinance in this manner should the circumstance arise. Owner shall provide thirty (30) days written notice to the Applicant and the County of the cessation of this Agreement. Applicant has thirty (30) days from the date upon which he/she received notice of the loss of the use of the parking spaces within which the use must be reduced (with said revised use approved by the County) or for operations to cease.
6. The Parties understand and expressly agree that the County is not a party to such agreement, has no responsibility or liability for same and is not a third party beneficiary of this agreement or any other agreements signed or made verbally between the Parties and/or between the Parties and the Parties' contractors (if any) or the Parties' successors, agents or assigns related to the parking spaces.

Williamson County, TN
Community Development
1320 W Main St, Ste 400
Franklin, TN 37064
P: 615-790-5725
F: 615-591-8531

SHARED PARKING AGREEMENT

7. The provisions and conditions of this agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, assigns and successors of the respective Parties.
8. The property or portion thereof on which the parking spaces are located will not be made subject to any other covenant or contract for use which interferes with the parking use as specified herein.

9. This agreement shall be kept on file in the Community Development Department of the County, under file no._____ and shall be recorded on the titles of those properties referenced in paragraphs 1 and 2 of this agreement in the Registers Office of Williamson County.
10. In the event that any section and/or term of this agreement is found by a court of competent jurisdiction to be in contravention of the Constitution of this State or of the United States, or any law of this State, such section and/or term is to be severable from the remainder of the agreement, and the remaining sections and/or terms are to be fully enforceable.
11. This agreement and any exhibits included herewith at the time of execution of this agreement contain the entire agreement between the parties, and no statement, promises, or inducements made by either party or agent of either party that is not contained in this written agreement shall be valid or binding; and this agreement may not be enlarged, modified, or altered except in writing signed by the parties, approved by the County and attached hereto.
12. This agreement shall be governed by the laws of the State of Tennessee. In the event that any section and/or term of this agreement, or any exhibits hereto, becomes subject to litigation, the venue for such action shall be in Williamson County, Tennessee.
13. All notices, demands and requests to be given hereunder by either party shall be in writing and shall be deemed properly given if tendered at the address below or at such other address as either party shall designate by written notice to the other.

COUNTY: **WILLIAMSON COUNTY, TENNESSEE**
Williamson County Community Development
County Administrative Complex
1320 West Main Street, Suite 400
Franklin, Tennessee 37064

Owner:

Applicant:

(Remainder of page left intentionally blank.)

Williamson County, TN Community Development 1320 W Main St, Ste 400 Franklin, TN 37064 P: 615-790-5725 F: 615-591-8531	**SHARED PARKING AGREEMENT**	

In Witness whereof, the undersigned have executed this Agreement.

_____
OWNER

Date: _____

_____
APPLICANT

Date: _____

STATE OF TENNESSEE)
)
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for the State and County aforesaid, personally appeared _____, the within bargainor with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS may hand and seal, at office in Franklin, Tennessee, this ___ day of _____, 20_____.

_____
NOTARY PUBLIC

My commission expires: _____

STATE OF TENNESSEE)
)
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for the State and County aforesaid, personally appeared _____, the within bargainor with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS may hand and seal, at office in Franklin, Tennessee, this ___ day of _____, 20_____.

_____
NOTARY PUBLIC

My commission expires: _____

Appendix 5.09: Properties of Historical Significance

Williamson County is steeped in history dating back to the Civil War and beyond. As a result, a number of properties in the County have been included on the National Register of Historic Places, maintained by the National Park Service. Recognizing the significance of these historical treasures, Williamson County maintains the following table, *Table 5.07-1 Historic Properties within Williamson County* in conjunction with the National Register of Historic Places of the historic properties within the County.

TABLE 5.09-1: HISTORIC PROPERTIES WITHIN WILLIAMSON COUNTY

Name	Map & Parcel	Vicinity	Year Built	Added to NRHP	Alternative Names
William Allison House	162----04200	College Grove	c.1820	1988	Allison Heights
Bank of College Grove	158F-B00900	College Grove	1911	1988	
Beasley-Parham House	123----01400	Greenbrier	c.1840, c.1880	1988	
Bostick Female Academy	133----06701	College Grove	1892	1982	Triune School
Boyd Mill Ruins	076----05200	Franklin	Early 19th century	1988	
Boyd-Wilson Farm	076----03100	Franklin	c. 1840	1996	
William Boyd House	076----02900	Franklin	c. 1800	1988	All Bright Hill
Cedarmont	088----06102	Franklin	c.1816 c. 1855	1984	
College Grove United Methodist Church	158----02800	College Grove	c. 1888	1988	
John Crafton House	107----01300	Franklin	c. 1813 c. 1830	1988	Ralroth Farm
Stokely Davis House	026----01501	Franklin	1850	1988	
Douglass-Reams House	106H-A02200	Franklin	c. 1828	1988	
Joseph Elliston House	013K-A02300	Brentwood	c. 1817	1988	Cohen House
Forest Hills School	103----01109	Franklin	1907	1988	
Samuel F. Glass House	064----02200	Franklin	1859	1988	Pleasant View; Gentry Farm
Abram Glenn House	110----00504	Triune	c. 1815	1988	
Henry P. Gray House	076----00603	Franklin	c. 1845	1988	
Hamilton-Brown House	064----02200	Franklin	c. 1800 c. 1840 c.1900	1988	Elijah Hamilton House; Cottonwood
Franklin Hardeman House	117----01706	Franklin	c. 1835	1988	Sugar Hill
Harpeth Furnace	068----05000	Fernvale	N/A	1988	40WM83
Huff Store	147----00300	Burwood	1911	1988	
John Hunter House	092----01808	Franklin	c. 1875 c. 1890 c. 1910	1988	McCullough House

TABLE 5.09-1: HISTORIC PROPERTIES WITHIN WILLIAMSON COUNTY					
Name	**Map & Parcel**	**Vicinity**	**Year Built**	**Added to NRHP**	**Alternative Names**
Hartwell B. Hyde House	113----04500	Triune	c. 1801 c. 1820 c. 1880	1988	Solitude
James P. Johnson House	118O-A01100	Thompson's Station	1854 c. 1890	1988	Laurel Hill
William W. Johnson House	059----09700	Franklin	c. 1820 c. 1840 c. 1875	1988	
Newton Jordan House	137----00100	Triune	c. 1830 c. 1900	1988	WM-259
Jordan-Williamson House	058----00900	Nolensville	c. 1855	1988	WM-197
Claiborne Kinnard House	104----04016	Franklin	c. 1850 c. 1890 c. 1898	1988	Fairview
Knight-Moran House	014----09800	Franklin	1820	1988	Woodland; WM-44
William Leaton House	027A-A00100	Grassland	c. 1802 c. 1850	1988	Grassland
Samuel B. Lee House	171----01200	Duplex	c. 1819 c. 1830 c. 1835 c. 1900	1988	Maplewood; Maplewood Farm
Leiper's Fork Historic District	Multiple Parcels, Map 93	18 acres within Leiper's Fork	c. 1790	1998	
H.G.W. Mayberry House	103----01400	Franklin	1856	1988	Beechwood Hall
Meeting-of-the-Waters	051----01201	Franklin	1800-1809	1982	Thomas Hardin Perkins House
Montpier	038----02700	Franklin	1821	1982	Nicholas Perkins House
Samuel S. Morton House	103----00900	Franklin	c. 1850 c. 1900 c. 1910	1988	Lillie House
John Motheral House	013----00800	Franklin	c. 1805 c. 1870	1988	
Old Town	026----01602	Franklin	1846	1988	Thomas Brown House
Old Town Archeological Site	026----01602	Franklin	N/A	1988	40WM2
Old Town Bridge	026----01602	Franklin	1801	1988	
Dr. Urban Owen House	158F-B01700	College Grove	1873	1988	
Parks Place	141----00902	College Grove	c. 1864 c. 1872	1984	William Felix Webb House
Nicholas Tate Perkins House	051----01711	Franklin	c. 1820	1988	Two Rivers

TABLE 5.09-1: HISTORIC PROPERTIES WITHIN WILLIAMSON COUNTY					
Name	**Map & Parcel**	**Vicinity**	**Year Built**	**Added to NRHP**	**Alternative Names**
George Pollard House	087----04601	Franklin	c. 1845	1988	
John Pope House	147----05300	Burwood	c. 1806	1988	Eastview
Mordecai Puryear House	106H-C04700	Franklin	c. 1830	1988	
James Scales House	141----03500	Triune	c. 1845 c. 1900 c. 1925	1988	
Nathaniel Smithson House	143----01702	Peytonsville	c. 1840 c. 1880	1988	
Smithson-McCall Farm	172----00400	Bethesda	c. 1830 c. 1860 c. 1920 c. 1940	2007	Smithson-Fisher Farm; Happy Hills Farm; WM-1043; Bag End Farm; Fisher Farm
Sparkman-Skelley Farm	121----00500	Boston	c. 1846	2000	Sparkman Farm; Skelley Farm
William Steele House	164----03500	Franklin	c. 1850 c. 1855 c. 1890	1988	
Beverly Toon House	107----03100	Franklin	c. 1857 c. 1900	1988	Riverside
Trinity United Methodist Church	081----04300	Franklin	1897 1909	1988	
Triune Fortification	Multiple Parcels, Map 110	Arrington	1863	1999	
James Webb House	141----01004	Triune	c. 1850	1988	Kirkview Farm
James Wilhoite House	162----05200	Allisona	c. 1877 c. 1900 c. 1910	1988	Reed Corlette House
Joseph Wilson House	080----01203	Franklin	c. 1861	1988	

A copy of the Historic Resources in Williamson County may be found online at the National Register of Historic Places website: ttp://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome.

Appendix 5.10: Building Permit Review Process