



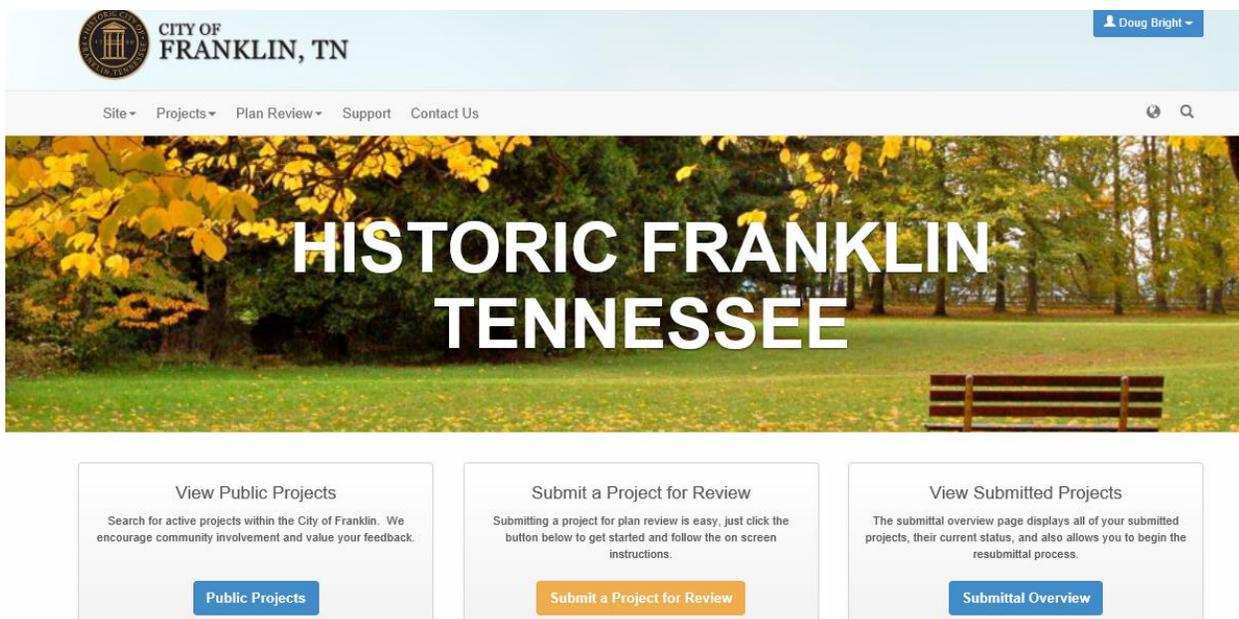
HISTORIC
FRANKLIN
TENNESSEE

How to Submit a Short Term Vacation Rental Application and Upload Plans

This electronic submission is the **ONLY** way to apply for a STVR. We no longer accept paper documents and applications for STVR permits.

Below is a step by step guide that is easy to follow. Follow these instructions and you will not have any issues.

1. Create a login here www.franklintn.geocivix.com
2. Click on the orange button that says, “Submit a project for review”.



The screenshot shows the City of Franklin, TN website. At the top left is the city logo and name. At the top right is a user profile for 'Doug Bright'. Below the header is a navigation menu with 'Site', 'Projects', 'Plan Review', 'Support', and 'Contact Us'. The main content area features a large banner image of a park with trees and a bench, with the text 'HISTORIC FRANKLIN TENNESSEE' overlaid. Below the banner are three cards: 'View Public Projects' with a blue 'Public Projects' button, 'Submit a Project for Review' with an orange 'Submit a Project for Review' button, and 'View Submitted Projects' with a blue 'Submittal Overview' button.

3. Under application type choose the following:
13f) Short Term Vacation Rentals (STVR)
4. Type in the project name.
5. Click “save and continue”.
6. Read all the bullet points then check the box that says, “check all”.

7. Click “save and continue”.
8. Add your project address. Enter 0 in the “COF Number of Site Plan” field.
9. Click “save and continue”.
10. Select the correct applicant info, enter the info if needed.
11. Click “save and continue”.
12. Add 24-Hour Contact Information.
13. Click “save and continue”.
14. Enter the number of sleeping rooms.
15. Click “save and continue”.
16. Verify that all info is correct on your application.
17. Click “Confirm”.
18. Click “Upload Files”.

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing “Save and Continue” at the bottom of the page.

test - Application Submittal 001		
<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	NOI.tiff	12/15/17 12:19 PM

[Upload files](#) [Delete selected files](#) [Save and continue uploading later](#) [Invite a consultant to upload](#) [Help](#)

[Save and Continue](#)

19. Drag building plans and other docs into the box, click start upload.

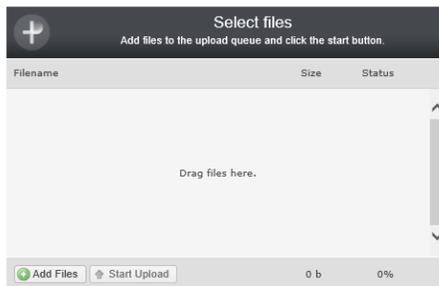


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Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf).



Franklin Submittal Guidelines

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

All plan sheets must be in the proper "landscape" orientation.

Plan sheets should be submitted in a single multi-page pdf file. Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)

Plan sets should **start with a cover sheet** that contains an index of drawings.

In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".

Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.

20. Click "save and continue".

21. Click "save and continue".

22. Click "Confirm and Submit for Review". Click "Confirm".

23. Congratulations, you have now uploaded your application. From here you will receive email updates on the status of your permit. You can also view your project at anytime in the IDT portal.

If you have questions, please call Neighborhood Resources at 615-794-7012 ext. 2