



HISTORIC
FRANKLIN
TENNESSEE

Neighborhood Meeting Notice Application

Department of Planning and Sustainability

APPLICANT INFORMATION:

Name:			
Organization:			
Phone:		Fax:	
Email:			
Street:			
State:		ZIP:	

PROJECT INFORMATION:

Proposed Name of Project:		Address or Parcel(s) of Property:	
Project Type:	<input type="checkbox"/> Site Plan; Bed and Breakfast <input type="checkbox"/> Development Plan & Rezoning <input type="checkbox"/> Development Plan only <input type="checkbox"/> Envision Franklin Amendment		
Describe proposed development: (proposed uses, square footages, dwelling unit count, etc.)			
Base Zoning District:		Proposed Base Zoning District (if applicable):	
Any Existing Overlay Districts? HPO/FFO/FWO/HHO/CAO		Pre-application Meeting Date:	

NEIGHBORHOOD MEETING INFORMATION:

Virtual Platform to be Used (please check one):	<input type="checkbox"/> Zoom Meeting	<input type="checkbox"/> GoTo Meeting	<input type="checkbox"/> Other (specify):
Date & Time of the Neighborhood Meeting (1st and 2nd choices):	1 st	2 nd	
Aldermanic Ward: <input type="checkbox"/> Ward 1 <input type="checkbox"/> Ward 2 <input type="checkbox"/> Ward 3 <input type="checkbox"/> Ward 4	City of Franklin Planner Contact:		

Policies for Required Neighborhood Meetings

A meeting not conducted in accordance with the following policies shall be considered to not have satisfied the requirements of Section 20.2.9 of the Franklin Zoning Ordinance.

LOCATION: The meeting shall be held virtually, and the applicant shall provide the virtual link for the meeting. The virtual link shall be hyperlinked to the notice provided to the city.

RECORDING: The virtual meeting shall be recorded and sent to the Planning Department. From there, it will be posted on the City's website.

DATE/TIME: The neighborhood meeting shall only take place Monday through Thursday at a specified time between the hours of 5pm and 8pm and shall be held after the project's pre-application meeting. The neighborhood meeting shall not conflict with a regular or special called meeting of the BOMA or FMPC.

SCHEDULING: The applicant shall work with the Planning Department on the time, and date of the neighborhood meeting and it must be *confirmed at least 10 days prior to the date of the neighborhood meeting*. Neighborhood meetings must be held prior to an application's initial submittal in IDT.

NOTIFICATION: The applicant shall notify the surrounding property owners of the neighborhood meeting *at least 7 days prior to the neighborhood meeting via 1st class mail*. A list of addresses will be provided by the Planning Department. A sample notification letter has been included with this form. The applicant shall also notify, via first class mail or e-mail, the members of the Planning Commission and the Board of Mayor and Alderman about the time, date, and location of the neighborhood meeting at least 7 days prior the neighborhood meeting.

MEETING FORMAT: The neighborhood meeting will last one hour. The applicant shall follow the following format:

- | | |
|---------------|---|
| 10-15 minutes | open dialogue portion; have printout of plan available, and have staff available to answer questions informally regarding quick inquiries |
| 15 minutes | applicant gives slide presentation to group |
| 30 minutes | applicant answers questions from group |

ROLES AND RESPONSIBILITIES: The applicant is responsible for presenting the information at the meeting. The City staff will be responsible for ensuring that the virtual link is posted to the website and available for use at the time of the meeting. Applicants are responsible for providing a recording of the meeting within 3 days of the meeting. Staff will be responsible for posting the video on the website.

NEIGHBORHOOD MEETING NOTICE

[DATE]

Hello! You are receiving this letter to provide public notice of an upcoming Neighborhood Meeting for a proposed development on the property located at [street address], Franklin, TN. The meeting will be held virtually on [date] at [time]. Provided is the link for the virtual meeting: [provide (hyperlinked) virtual meeting link]. The link for the virtual meeting can also be found on the City's website at franklintn.gov/calendar or franklintn.gov/neighborhood meetings.

Project Description:

[provide a brief narrative of the project, including the number of dwelling units, non-residential square footage, proposed uses, overall acreage of the site]

Why are you receiving this letter?

The proposed project is within 500' of your property, per the City of Franklin mailing requirements.

What is the purpose of the meeting?

The purpose of the meeting is to make citizens aware of a potential new development within your immediate vicinity and allow you to engage with the applicant early in the review process. The meeting is meant to be informative and provide an opportunity to ask questions directly to the developers about the project. If the project continues with a formal application to the city, it will go through a Public Hearing process. Please be aware that Public Hearings do **not** involve a question and answer session.

Will the project be voted on at this meeting?

No. The neighborhood meeting is for informational purposes only. The project, should the applicant continue with a formal application, will be reviewed by the Franklin Municipal Planning Commission (FMPC) and may also be reviewed by the Board of Mayor and Aldermen (BOMA). Both the FMPC and BOMA meetings will be publicly noticed and will include time for citizens to speak to the project at formal Public Hearing sessions.

Format of the meeting:

6:00 – 6:10 pm informal discussion; time to ask quick questions or take a closer look at the plan
6:10 – 6:25 pm formal presentation by the applicant to discuss the main points of the plan
6:25 – 7:00 pm question and answer time;

Can you see the proposed plans prior to the meeting?

Absolutely! There is a copy of the proposed plan included with this mailing. You can also zoom in on the Development Map to the project submitted at www.franklintn.gov/development. If you have any questions prior to the meeting, feel free to contact the applicant: Their contact information is:

[applicant name, applicant company]

Email: enter email

Phone: enter phone number

Meeting Date: xx/xx/xxxx Time: x:xx pm
Location: Virtual [Provide (hyperlinked) virtual link]

Applicants!

Provide a copy of the proposed plan on the back of the mailing, or as a separate page in the mailing. It is not required to be in color, but may help better inform residents.

OWNER AFFIDAVIT

City of Franklin, Tennessee

We/I _____

(Please print Name/Names in Full)

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

(Property Parcel/Tax ID Number)

and located at:

(Street Address)

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

(Please print Name/Names in Full)

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

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

PUBLIC NOTICE AFFIDAVIT

City of Franklin, Tennessee

We/I _____
(Please print Name/Names in Full)

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

(Property Parcel/Tax ID Number)

and located at:

(Street Address)

have/has provided a mailed first-class notice in accordance with section 20.2.9(B) of the Franklin Zoning Ordinance, **within 7 days of the meeting**, which included the following:

1. The application type
2. The address and general location of the property that is the subject of the application
3. A description of the nature, scope, and purpose of the application
4. The date, time, and place of the public meeting
5. The location where the public may view the application and related documents
6. Contact information for the applicant or authorized agent, including name, address, telephone, and e-mail address

Signature

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires:_____