

**APPLICATION PROCEDURES
FOR
REZONING PROPERTY
AND
ZONING ORDINANCE TEXT AMENDMENTS**

I. REZONING OF PROPERTY

A property owner, or a designated agent of the owner, may request a rezoning of a parcel of land. A rezoning request is a two level process:

- A. The request is first presented to the Farragut Municipal Planning Commission (FMPC) which reviews all rezoning requests.
- B. The recommendation made by the FMPC is forwarded to the Farragut Board of Mayor and Aldermen (BMA). The BMA has final authority in approving or denying all rezoning requests. The BMA must consider the request on first and second reading.

The rezoning application must accompany a map/survey of the property. Applications must be submitted on or before the Monday, 31 days prior to the FMPC meeting. The FMPC meets the 3rd Thursday of each month at 7:00 pm.

The entire process takes approximately 3 ½ months.

II. AMENDMENTS TO ORDINANCE TEXT

- A. An amendment to the text of the Farragut Zoning Ordinance may be requested by residents or people doing business within the Town. Like the rezoning of property, such requests are a two level process involving both the FMPC and the BMA.

The FMPC reviews all such requests at a regular meeting. The FMPC may discuss the request at several meetings in order to fine tune the new wording. The FMPC's recommendation is forwarded to the BMA. The BMA must consider such revision on first and second reading. If approved at a second reading, the amendment becomes effective pending publication in a local newspaper.

The application must be submitted on or before the Monday, 31 days prior to the FMPC meeting. The FMPC meets the 3rd Thursday of each month at 7:00 pm.

The entire amendment process usually takes about 3 ½ months.

- B. An amendment to the text of the Farragut Sign Ordinance may be requested by residents or people doing business within the Town. Such requests are a three

level process involving the Visual Resources Review Board (VRRB), the FMPC, and the BMA. The VRRB reviews all such requests at a regular meeting. The VRRB's recommendation is forwarded to the FMPC.

The FMPC reviews all such requests at a regular meeting. The FMPC may discuss the request at several meetings in order to fine tune the new wording. The FMPC's recommendation is forwarded to the BMA. The BMA must consider such revision on first and second reading. If approved at a second reading, the amendment becomes effective pending publication in a local newspaper.

The application must be submitted on or before the Monday, 15 days prior to the VRRB meeting. The VRRB meets the 4th Tuesday of each month at 7:00 pm.

The entire amendment process usually takes about 4 ½ months.

AMENDMENT PROCEDURES

ZONING ORDINANCE TEXT AMENDMENT

The FMPC meets the 3rd Thursday of each month at 7:00 pm. Applicants must submit complete application packet on or before the Monday, 31 days prior to the meeting

Complete salmon colored application/pay fee/submit to Town Hall

FMPC discusses request at regular meeting

FMPC votes at regular meeting and forwards recommendation to BMA

BMA holds 1st reading of the ordinance. BMA meets the 2nd and 4th Thursday of each month at 7:00 pm

BMA has 2nd reading and public hearing of the ordinance

Approximately 3 1/2 month process

ZONING MAP AMENDMENT

The FMPC meets the 3rd Thursday of each month at 7:00 pm. Applicants must submit complete application packet on or before the Monday, 31 days prior to the meeting

Complete salmon colored application/pay fee/submit map or survey identifying parcel to Town Hall

FMPC discusses request at regular meeting

FMPC votes at regular meeting and forwards recommendation to BMA

BMA holds 1st reading of the ordinance. BMA meets the 2nd and 4th Thursday of each month at 7:00 pm

BMA has 2nd reading and public hearing of the ordinance

Approximately 3 1/2 month process

**APPLICATION TO AMEND ORDINANCE TEXT
TOWN OF FARRAGUT, TENNESSEE**

FOR OFFICE USE ONLY
Fee Paid: _____

APPLICANT NAME: _____
Address: _____
City/State/Zip: _____
Phone Number: _____
Fax Number: _____
E-mail: _____

CHANGE REQUESTED

Amend Zoning Ordinance, Sign Ordinance, or Municipal Code text as follows:

The proposed amendment is necessary due to the following changed or changing conditions: (be specific)

APPLICANT SIGNATURE

DATE

OR

I HEREBY CERTIFY THAT I AM THE LEGAL REPRESENTATIVE FOR THE APPLICANT INVOLVED
IN THIS REQUEST.

NAME (SIGNATURE)

DATE

Street Address

City/State/Zip

Telephone Number