



The Developer's Handbook

**Your Guide Through
The Development Review Process**



City of Columbia
707 North Main Street
931.560.1560

Spring, 2010

Dear Developer,

As a potential developer in the City of Columbia, you have a chance to play a critical role in our town's continued progress. Your investment in our City brings new opportunities to our residents. Your buildings reshape the form of our environment. Your impact creates positive change that every City desires.

The City of Columbia hopes to make your work in our community the best it can be.

The City of Columbia recognizes your importance and the common ground we share. We both wish to make improvements to our City and build success one brick at a time. To help make this possible, the City of Columbia hopes to make your work in our community the best it can be. We also hope that our service can be the best you've experienced. This may be a lofty goal but we are certain we can achieve it by providing clear, consistent communication. This is the key to our combined success. We, the City, must communicate effectively with you. Whether it is a discussion of our Building Code or a description of our review process, it is critical that we share a collective understanding of what lies ahead as you seek project completion.

This document has been created for that reason. In the contents ahead, you will find charts that describe the basic process for each stage of development review. Each item will also possess an estimated timeline to help you anticipate the duration of our involvement. Please note, however, that this information is just the beginning of our dialogue. Some of the information may seem confusing. As you read, you may find yourself asking questions. Should that occur, please feel free to contact our office. Frequent, friendly contact is the first goal we hope to achieve with our clients. In closing, the City of Columbia recognizes that you, as a developer, face many unknown variables from the start of a concept to the construction of a site. Some of these unknowns relate to a local government's actions. Where these may occur, the City of Columbia will do its best to provide certainty and, in turn, give you confidence. Together, we can do wonderful things—one brick at a time.

Frequent, friendly contact is the first goal we hope to achieve.

Sincerely,

The Departments and Staff of the City of Columbia, Tennessee

Document Diagram

The following diagram illustrates the organization of content for each process page. The intent of this format is to provide a single-page resource that will illustrate each step that will be taken as a project moves from conceptual design to final development.

This describes the overall process described on each page. The process will vary according to each specific need of the development.

This section shows the anticipated timeline for the process.

This section describes the basic function of each step in the process.

When accessed online, each bold, underlined text will indicate another document that can be accessed on the City's website. Addresses for these documents are included on page 20.

This section illustrates the general purpose and details of each associated step.

Annexation and Rezoning Process		Summary of Step Actions
	Step 1	<i>Discuss Proposal</i> The most important aspect of the process is the first step. Here, Community Development staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow.
Day 1	Step 2	<i>Submit Application</i> Once the applicant understands the process ahead, they are ready to file an application. This application lists all the important requirements for complete submittal and also includes a fee payment .
Week 3	Step 3	<i>Attend Pre-Screening</i> At this meeting, the applicant's proposal is further discussed with department representatives. The applicant is encouraged to attend to address questions and concerns. After the meeting, staff develops a recommendation for the project of either approval, denial, or approval with conditions.
Week 4	Step 4	<i>Attend Planning Commission</i> At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the applicant. The Commission then makes a recommendation for City Council to either approve, deny, or approve with conditions. Barring a decision, the Commission may defer the item for later consideration.
Week 4	Step 5	<i>Submit Legal Description</i> Once the Planning Commission makes a recommendation, a legal description of the subject property's boundaries will be needed within three (3) days for recording.
Week 7	Step 6	<i>Attend City Council</i> City Council then considers the proposal through the course of three (3) or more regular meetings before rendering a final decision of approval, denial, or approval with conditions.
Week 12	Step 7	<i>Next Steps</i> If the proposal is approved after third consideration, the property is be successfully annexed and/or rezoned. Then, the next step likely involves the submittal of a site plan for a proposed development.

DISCLAIMER
Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

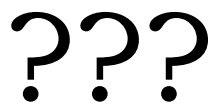
The Development Process

ANNEXATION AND REZONING REQUESTS

SCENARIO

You wish to develop a property that is currently outside the City of Columbia's municipal boundary. Depending on the scope of the project, you may need wastewater service, sanitation, or the quick responsiveness of our emergency personnel. If so, an annexation will be necessary and the following process will be used.

Here's another scenario: you wish to develop a property that is currently zoned for a use that is different than your project. In this instance, you may need to seek a new zoning classification for the site. This would involve a "rezoning" and this same process, as it applies to annexations, would be used.



Have questions? Contact the Grants and Planning Department at 931-560-1560.

Annexation and Rezoning Process		Summary of Step Actions
	Step 1 <i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
Day 1	Step 2 <i>Submit Application</i>	Once the applicant understands the process ahead, they are ready to file an application . This application lists all the important requirements for complete submittal and also includes a fee payment.
Week 3	Step 3 <i>Attend Pre-Screening</i>	At this meeting, the applicant's proposal is further discussed with department representatives. The applicant is encouraged to attend to address questions and concerns. After the meeting, staff develops a recommendation for the project of either approval, denial, or approval with conditions.
Week 4	Step 4 <i>Attend Planning Commission</i>	At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the applicant. The Commission then makes a recommendation for City Council to either approve, deny, or approve with conditions. Barring a decision, the Commission may defer the item for later consideration.
Week 4	Step 5 <i>Submit Legal Description</i>	Once the Planning Commission makes a recommendation, a legal description of the subject property's boundaries will be needed within three (3) days for recording.
Week 7	Step 6 <i>Attend City Council</i>	City Council then considers the proposal through the course of three (3) or more regular meetings before rendering a final decision of approval, denial, or approval with conditions.
Week 12	Step 7 <i>Next Steps</i>	If the proposal is approved after third consideration, the property is be successfully annexed and/or rezoned. Then, the next step likely involves the submittal of a site plan for a proposed development.

DISCLAIMER

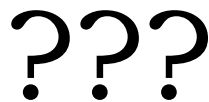
Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

The Development Process

Major Subdivision Review

SCENARIO

You have progressed through review for zoning requirements and now wish to construct a plan for the property. The plan itself involves the subdivision of land into three or more lots. This constitutes a major subdivision and, thus, the following steps will help you accomplish this goal.



Have questions? Contact the Grants and Planning Department at 931-560-1560.

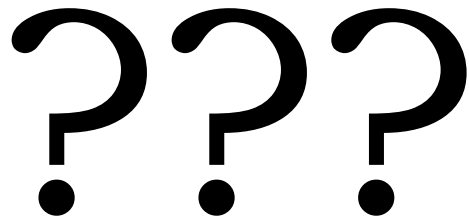
Major Subdivision* Review		Summary of Step Actions
	Step 1 <i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
Day 1	Step 2 <i>Preliminary Plat</i>	After establishing the basic details of the proposed subdivision, the client can submit a preliminary plat in accordance to the requirements listed in the preliminary plat checklist , providing twenty-five (25) copies for staff review.
Week 3	Step 3 <i>Attend Prescreening</i>	At this meeting, the applicant's proposal is further discussed with department representatives. The applicant is encouraged to attend to address questions and concerns. After the meeting, staff develops a recommendation for the project of either approval, denial, or approval with conditions.
Week 4	Step 4 <i>Planning Commission Review</i>	The prescreening report, along with the preliminary plat itself, is then presented to Planning Commission for review. At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the client. The Commission then makes a recommendation to either approve, deny, or approve with conditions. The Commission may defer the item for later consideration.
Week 4	Step 5 <i>Submit Site Plan and Land Disturbance Permit Application</i>	Once the Planning Commission grants approval (or approval with conditions), the client can meet with Engineering staff and provides a site plan and a land disturbance permit application . It is critical that both items adhere to the requirements of the submittal checklist and that the client provides 4 copies of each submitted plan.
Week 8	Step 6 <i>Submit Final Plat for Planning Commission Review</i>	After the client implements the requested changes from staff, as well as any conditions from Planning Commission, a final plat can be submitted for Planning Commission review in accordance to the submittal requirements.
Week 8	Step 7 <i>Record Final Plat</i>	Once the Planning Commission grants approval of the Final Plat, the client may then record the final plat with the Maury County Register of Deeds .
	Step 8 <i>Public Dedications</i>	Further along the project's cycle, the client can begin the process of public dedications with the Engineering Department.

DISCLAIMER

Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

*The term "Major Subdivision" includes any division of land into three or more lots.

Question ...



Have you spoken with a City Official yet?

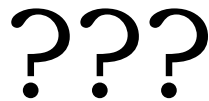
If you have not spoken with a City Official yet, we encourage that you do so prior to any investment in your development. You can contact us via the Grants and Planning Department, at 931-560-1560.

The Development Process

Single Lot Developments and Minor Subdivisions

SCENARIO

You wish to develop a single use on a single parcel of land. Or you might wish to subdivide a property into no more than two lots. After discussing your concept with staff, it appears you are within the City's Municipal Boundary and have the property development to meet the zoning requirements. If so, you can begin your review process by following the steps on the next page.



Have questions? Contact the Grants and Planning Department at 931-560-1560.

Single Lot Developments and Minor Subdivisions		Summary of Step Actions
	Step 1 <i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
Day 1	Step 2 <i>Submit Plan to Engineering Department</i>	After the initial meeting, development plans and supporting documents are submitted to the Engineering Department. It is important that these plans include all the required information of the Engineering Submittal Check List and Article 3.5.4 of the Zoning Ordinance.
Week 3	Step 3 <i>Staff Review</i>	Once plans have been submitted, staff reviews the proposal and discuss any details or concerns with the Engineer of Record.
Week 4	Step 4 <i>Additional Review from Other Boards</i>	If the proposal possesses structures that require increased façade design requirements, elevation renderings will need to be submitted to the Architectural Design Review Team according to Article 6.1.6 .
Week 4	Step 5 <i>Approval</i>	After thorough review, city staff renders a decision of approval, denial, or approval with conditions.
Week 5	Step 6 <i>Next Steps</i>	Once final plans are approved by all City departments and necessary boards, the applicant can then move forward with a Pre-Construction Meeting with Engineering staff.

DISCLAIMER

Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

The Development Process

Residential Multifamily (RM), Mobile Home Parks (MHP), and Planned Unit Developments (PUD)

SCENARIO

You wish to develop an apartment complex or, perhaps, a mobile home park. Or perhaps you wish to develop a property that is zoned for Planned Unit Developments. If this is the case, the following process will mark the beginning of your work with the City of Columbia,

???

Have questions? Contact the Grants and Planning Department at 931-560-1560.

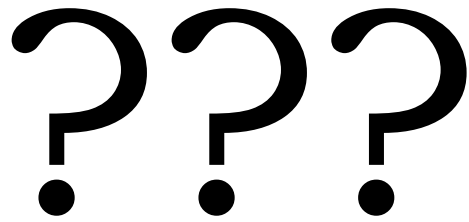
Development Review for RM, MHP, and PUDs*		Summary of Step Actions
	Step 1 <i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
Day 1	Step 2 <i>Submit Plan to Grants and Planning Department</i>	Once the applicant understands the process ahead, they are ready to develop and submit a site plan. It is important that this plan is developed in accordance with Article 3.20 for PUDs or Article 3.5 for MHP and RM from the Zoning Ordinance. Staff will accept the plans, along with the appropriate fee, and begin the next step.
Week 3	Step 3 <i>Attend Prescreening Meeting</i>	At this meeting, the applicant's proposal is considered by department representatives. The applicant is encouraged to attend to address questions and concerns. After the meeting, staff develops a recommendation for the project of either approval, denial, or approval with conditions.
Week 4	Step 4 <i>Zoning Administrator Determination</i>	Following the Prescreening Meeting, the Zoning Administrator then makes the recommendation to either proceed the subject to Planning Commission or to delay its submittal until necessary revisions are completed.
Week 4	Step 5 <i>Attend Planning Commission</i>	At this meeting, the Planning Commission hears the proposal, staff's recommendation, and comments from the client. The Commission then makes a recommendation to either approve, deny, or approve with conditions. The Commission may defer the item for later consideration.
Week 5	Step 6 <i>Further Review</i>	If the proposal is a PUD, it is further reviewed by City Council according to the standard process. If the proposal is a MHP or RM, it only needs approval from the Planning Commission.
Week 12	Step 7 <i>Next Steps</i>	Once final plans are approved by all City departments and necessary boards, the applicant can then move forward with a Pre-Construction Meeting with Engineering staff.

*RM (Residential Multifamily), MHP (Mobile Home Parks), and PUDs (Planned Unit Developments)

DISCLAIMER

Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

Question ...



Have you spoken with a City Official yet?

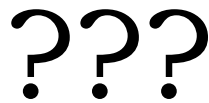
If you have not spoken with a City Official yet, we encourage that you do so prior to any investment in your development. You can contact us via the Grants and Planning Department, at 931-560-1560.

The Development Process

Engineering Review

SCENARIO

You have begun the development review process with the City and have completed the initial steps of plan review, including any possible rezonings, annexations, or preliminary plans. The next step involves the actual development of the project site and collaboration with the City of Columbia Engineering Department, as shown in the steps that follow.



Have questions? Contact the Grants and Planning Department at 931-560-1560.

Engineering Review		Summary of Step Actions	
Day 1	Step 1	<i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow.
	Step 2	<i>Submit Site Plan and Land Disturbance Permit Application</i>	At this beginning stage, Engineering staff meets with the applicant to review the site plan and land disturbance permit application . It is important that both items adhere to the requirements of the submittal checklist and that 4 copies of each submitted plan are provided.
	Step 3	<i>Engineer Review</i>	Once Engineering staff receives the necessary materials, each plan is reviewed for compliance with City, State, and Federal code. Staff then prepares a list of revisions, if necessary, and contact the applicant once the review is complete.
Week 3	Step 4	<i>Receive Plan Revisions</i>	The applicant then meets with staff to review the necessary revisions. These revisions will be displayed on the original, submitted plans and will include the necessary changes that should occur for future approval.
Week 5	Step 5	<i>Implement revisions and resubmit plan</i>	When the revisions are reviewed and understood, the applicant can then implement the items (integrating each revision into their original documents) and formally make a revised draft. Once these revised drafts are complete, 5 copies of drafts can be submitted to Engineering for final review and approval. Please note that the original plans, complete with staff revisions, <i>should also be resubmitted</i> .
Week 7	Step 6	<i>Attend Pre-Construction Meeting</i>	Once the original and revised drafts are received, the project can move forward to the pre-construction meeting. There are several important requirements for this meeting, all of which can be viewed in the submittal checklist under the heading "Upon Final Plan Approval". Also, please note that the pre-construction meeting should be attended by the project's grading contractor or representative and a TDEC EPSC Level 1 Certified Inspector . The project's design engineer is also encouraged to attend the meeting.
Week 8	Step 7	<i>Erosion Control Inspection</i>	Prior to the start of construction, the Engineering staff conducts an inspection of the installation of the project's erosion/sediment control measures.
Week 8	Step 8	<i>Begin work process, receive future inspections</i>	Once the erosion control installation meets approval, Engineering staff can grant permission to begin work. Please note, however, that future inspections may occur, particularly for any structures intended to be accepted and maintained by City (such as roadways).
	Step 9	<i>Seek Appropriate Building Permits</i>	With permission granted by the Engineering Department to begin work on the project, the applicant can then seek the appropriate building permits needed for the project.

DISCLAIMER

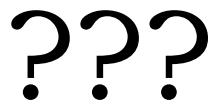
Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

The Development Process

Building Codes Review

SCENARIO

Site plans have now been approved and you now wish to construct the buildings that will finalize your project. The following steps will guide your work with the Code Administration Department as the development enters this crucial stage.



Have questions? Contact the Code Administration Department at 931-560-1540.

Building Codes Review		Summary of Step Actions	
Day 1	Step 1	<i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
	Step 2a	<i>Submit Permit Application</i>	After the basic details of the project have been established with Codes Staff, the applicant can submit a permit application , along with the required materials, and a \$10 preapplication fee. Please note that projects over \$25,000 in valuation will require certain information, such as a contractor's license for contracted projects.
	Step 2b	<i>Submit Additional Information (For Commercial Projects)</i>	In addition to the standard materials, applications, and a \$10 fee, a commercial development also requires the client to submit a sewer form describing the conditions and needs of the project relative to the City's Wastewater Treatment System.
Day 2	Step 4	<i>Staff Review</i>	Once the necessary applications and materials are submitted, Building Codes staff facilitates a review with all other necessary staff from Planning, Engineering, Fire, and Wastewater. At this review, staff offers necessary comments and requirements which are then be forwarded to the applicant for possible revision.
Day 14	Step 5	<i>Plan Revisions and Permit Issuance</i>	Any necessary revisions are reported to the applicant by City staff. After the revisions are implemented, the new plans can be submitted for final review. Once received and approved, the Codes Department issues a building permit.
	Step 6	<i>Inspections</i>	Once a building permit is issued, Building Codes staff schedule inspections, as required, with the contractor.
Week ?	Step 7	<i>Certificate of Occupancy</i>	Once the project passes all necessary inspections, a Certificate of Occupancy is granted by Building Codes staff.

DISCLAIMER

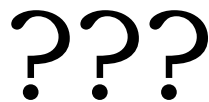
Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

The Development Process

Wastewater Review

SCENARIO

Your development is of a size and scope that requires sewer service. The following process can guide you through the necessary steps to connect your development to the City of Columbia's wastewater service infrastructure.



Have questions? Contact the Grants and Planning Department at 931-560-1560.

Wastewater Review		Summary of Step Actions
	Step 1 <i>Attend A Pre-Development Meeting</i>	The most important aspect of the process is the first step. Here, pertinent City staff meets with the applicant to discuss the details of the proposal, gauge its feasibility, and review the process to follow. City staff will also provide a list of other initial contacts to further discuss details of the concept.
Day 1	Step 2 <i>Obtain The Line Extension Information Package</i>	If it is determined that a sewer connection is necessary for the applicant's development, the first step is to obtain the information package from the Wastewater Department. This package will include important documents necessary to complete the following process along with a description of the process itself.
Week ?	Step 2 <i>Submit Application for Line Extension</i>	One of the most important documents is the Application for Line Extension . This document has several important items of information that are submitted with the application, including Engineer-Stamped Plans and Engineer-Stamped Hydraulic Calculations.
Week ?	Step 3 <i>Staff Review</i>	Wastewater Staff accepts and reviews the application and related materials. Once review is complete, the applicant is notified of any revisions that should be made and the next steps that follow.
Week ?	Step 4 <i>State Review</i>	After staff review and any necessary revisions are made, the plans are then submitted for review with the State of Tennessee Department of Environment and Conservation. Materials necessary for this review include five sets of Engineer-Stamped Plans, Engineer-Stamped Hydraulic Calculations, and payment for the State of Tennessee's plan review fee.
Week ?	Step 5 <i>Submit Final Materials</i>	Once design plans are approved by both the City and the State, staff notifies the applicant with a final list of needed materials. These materials typically include an executed agreement for the sewer line extension, contractor information, payment of inspection fees, copies of additional permits, and any required surety.
Week ?	Step 6 <i>Notice To Proceed With Construction</i>	With these final materials provided, staff then issues the applicant a written notice of approval to proceed with construction

DISCLAIMER

Timelines do not account for any possible deferments or delays resulting from actions beyond the supervision of City staff.

Contact Information

Whether you are still at the concept stage or are midway through our review process, chances are you will need to contact one of our departments to ask questions and coordinate meetings. The following is the list of departments, department heads, and the phone numbers at which you can contact them.

Grants and Planning
931-560-1560

Engineering
931-560-1530

Building Codes
931-560-1540

Wastewater
931-560-1001

Office of the Fire Marshall
931-560-1740

Critical Information

The following is a list of hyperlinks to several important documents. These documents are mentioned in the highlighted text of the process pages and are crucial to staff's administration of the development review process. Please note that other documents may be required. Consult City staff for more information.

Planning Commission Application

<http://www.columbiatn.com/Pdfs/PlanningAgendaApp.pdf>

Preliminary Plat Checklist (i.e. Submittal Checklist)

http://www.columbiatn.com/EngWeb/Eng_pdfs/StormwaterPDFs/SitePlanCheck.pdf

Land Disturbance Permit

http://www.columbiatn.com/EngWeb/Eng_pdfs/StormwaterPDFs/LandDist.pdf

Maury County Register of Deeds

<http://www.maurycounty-tn.gov/deeds/deeds.htm>

Article 3.5 of the Zoning Ordinance

<http://www.columbiatn.com/pdfs/section3.5.pdf>

Article 3.20 of the Zoning Ordinance

<http://www.columbiatn.com/pdfs/section3.20.pdf>

Article 6.1.6 of the Zoning Ordinance

<http://www.columbiatn.com/pdfs/section6.1.6.pdf>

Registry for TN EPSC Level 1 Certified Engineers

<http://www.tnepsc.org/>

Building Permit Application

http://www.columbiatn.com/CodeAdminWeb/CAdmin_pdfs/BldgPermitApp09.pdf

Sewer Form

http://www.columbiatn.com/CodeAdminWeb/CAdmin_pdfs/SewerAltAddForm.pdf

Document Survey

The following is a series of six basic questions to help us gauge the effectiveness of this document and our efforts to help you through the development review process. Please fill out this sheet and return to City Hall during your next visit. We will use your input to improve our efforts in the future.

1. This document helped me understand the overall process for developing in the City of Columbia

I Don't Know I Strongly Disagree I Disagree I Agree I Strongly Agree

2. The City of Columbia has helped my effort by providing this document

I Don't Know I Strongly Disagree I Disagree I Agree I Strongly Agree

3. The overall process for Development Review appears to be efficient

I Don't Know I Strongly Disagree I Disagree I Agree I Strongly Agree

4. The process charts are well-organized and informative

I Don't Know I Strongly Disagree I Disagree I Agree I Strongly Agree

5. This document makes me feel more confident about my plans to build in the City of Columbia

I Don't Know I Strongly Disagree I Disagree I Agree I Strongly Agree

6. After reading this document, I look forward to working with the City of Columbia

I Don't Know I Strongly Disagree I Disagree I Agree I Strongly Agree

Comments
