



# Town of Nolensville

## Pre-Application Conference

### What is a preapplication conference?

The intent of this meeting is for the staff:

- to provide a brief critique of the project regarding requirements, submittal format, and procedure;
- to advise applicants of the details of the review procedures; and
- to answer questions from the applicant about the requirements, submittal format, or process.

The Planning Department will invite representatives from our Engineering, Codes, and Fire Departments to the meeting. Applicants shall:

- designate at this meeting one contact person to work with the Planning Department for the duration of the project.
- take minutes of the meeting and turn them in to the staff prior to submittal at the Nolensville Planning Commission (NPC) deadline.
- provide information for the staff to review. For smaller developments (less than fifteen acres), bring to the meeting a draft layout of the site and schematic architectural drawings or pictures of what the buildings will look like. For rezonings, conservation design plans, site plans for developments larger than fifteen acres, three copies of a sketch, drawn to scale and containing a minimum of a topographic map and an aerial photograph indicating tree growth, shall be presented to the Planning Department three days prior to the preapplication conference.
- become familiar with the regulations, policies and procedures of the city. Before the preapplication conference, become familiar with the relevant portions of the zoning ordinance, subdivision regulations, design standards, land use plan (for rezonings and land use plan amendments), the applicable checklists, and the NPC schedule. This information can be obtained from the Nolensville Town Hall website at [www.nolensvilletn.gov](http://www.nolensvilletn.gov) or call 615-776-6691 to obtain hard copy.

### Required?

Yes. For all plan types, the Zoning ordinance says that an applicant wishing to present an item to the NPC shall contact the Planning Department to schedule a preapplication conference. This applies to final and preliminary subdivision plats, site plans, rezonings, and land use plan amendments. If there is no reason to meet, the Planning Department may waive the requirement for a preapplication conference. Applicants should submit their project within six months of the preapplication conference, or a new meeting will need to occur before the project is submitted to the NPC. For rezonings, before a formal preapplication conference will be held, a meeting must first be held with the staff at which the land use recommendations will be explained for the property. If the project is found to be in conformance with the land use plan, an applicant can proceed with setting up a preapplication conference for a rezoning.

### When are the meetings and who do I contact?

Such meetings are typically held Monday through Thursday between 9 am and 4 pm. Make sure to schedule the meeting far enough in advance of the submittal deadline to make any adjustments discussed at the meeting (no closer than a week to the intended deadline). Contact the Planning Department at 615-776-6691 or 615-776-6688 to schedule this meeting.

### Typical Agenda for a Preapplication Conference

- **Introductions**
- **Minutes Taken by Applicant**
- **Overview by Applicant**
- **Staff Feedback and Questions (by department):**
  - **Planning**
  - **Engineering**
  - **Codes**
  - **Others**
- **Final Staff Comments**
- **Final Applicant Questions (requirements, process, format)**