

## **Instructions for Public Notice for Planning-Related Agenda Items for Planning Commission, Board of Appeals, and Board of Commissioners Public Hearings**

City of Lakeland Planning Department  
10001 U.S. Highway 70  
Lakeland, Tennessee 38002  
901-867-2717

Article I, Section 4 of the City of Lakeland's *Land Development Regulations* requires applicants for the following project types to mail and post public notices:

- Preliminary Plat
- Site Plan
- Rezoning
- Conditional Use Permit
- Variance
- *Sketch Plan\**
- Outline Plan
- Preliminary Development Plan

### **Requirements for Notice by Mail**

#### Who receives notice?

Each owner of adjoining parcels, including those separated by right-of-way or corporate limit boundary, to a depth of 1,000 feet surrounding the perimeter of the parcel in question, or a minimum of 3 owners, whichever is greater, shall receive the mailed notice. Notice shall also be mailed to the City of Lakeland and any other agency required by the City at the time of the application, including, but not limited to Memphis Light Gas and Water, Lakeland School District, and Shelby County Fire Department.

#### How do I obtain a list of addresses for public notices?

The Planning Department will provide a list of addresses at the applicant's request. For matters on a Planning Commission or Board of Commissioners agenda, contact Planning Director Donald Anthony at [danthony@lakelandtn.org](mailto:danthony@lakelandtn.org) for assistance. For matters on a Board of Appeals agenda, contact Jordan McKenzie, City Planner, at [jmckenzie@lakelandtn.org](mailto:jmckenzie@lakelandtn.org) for assistance.

#### When should notice be mailed?

Notice shall be mailed at least 15 days prior to the hearing.

What type of mail service is required for public notices?

The public notice letter shall be sent by United States Postal Service first class mail.

Who pays for the mailings?

The applicant is responsible for all costs associated with printing and mailing public notice letters.

What information should be included in the letter?

The letter must, at a minimum, include the date and time of the hearing, the applicant's name, the project type for the application being made, and contact information for the Planning Department. Additionally, the applicant must enclose a vicinity map showing the location of the proposed project and a copy of the plan being submitted for review. While 8 ½" x 11" paper may be used, the applicant should ensure that all text is clear and legible; larger paper may be used if necessary.

*\*For a Sketch Plan, notice shall be sent to all property owners sharing a common boundary with the property being included in the Sketch Plan. This shall include any properties adjacent to a common right-of-way (across the street). If a property is adjacent to an existing development with a Homeowners Association (HOA), the HOA shall be notified in lieu of the individual property owner. A copy of said notification shall be provided to the City of Lakeland.*

**Requirements for Notice by Publication**

Who handles notice by publication?

The Planning Department shall publish notice at least 15 days prior to the hearing in a newspaper of general circulation.

**Requirements for Posted Notice on Subject Property**

What type of sign is required to be posted on the property?

Notice shall be constructed on weatherproof material. Notice shall be a minimum of 36" x 36". Notice shall include the project's docket number, which can be obtained from the Planning Department. For assistance, contact Murrell, Community Development Specialist at [dmurrell@lakelandtn.org](mailto:dmurrell@lakelandtn.org).

What information should be included on the sign?

The sign must clearly indicate that it is a notice of public hearing for a pending development request. The sign must include the hearing date, docket number, and contact information for the Planning Department.

How many signs are required, and where do I place them?

Notice shall be posted in a conspicuous location, not less than every 750 feet along each street frontage of the parcel in question.

When should the sign(s) be posted?

Notice shall be posted at least 15 days in advance of the hearing and must remain throughout the hearing process.

Where do I obtain sign(s)?

The applicant is responsible for obtaining required sign(s) that meet City standards. If assistance is needed in locating a sign maker, contact Debra Murrell, Community Development Specialist, at [dmurrell@lakelandtn.org](mailto:dmurrell@lakelandtn.org).

Who pays for the sign(s)?

The applicant is responsible for all costs associated with purchasing and posting signs.

**Additional Requirements and Information**

- Prior to the public hearing, the applicant shall file a notarized affidavit certifying that the required notice has been completed according to the provisions of the Land Development Regulations. See attached Affidavit of Notice of Public Hearing.
- Failure to mail and/or post public notices in the time and manner set forth in the Land Development Regulations will result in the project application being deemed incomplete. The project may be removed from the Planning Commission agenda and/or deferred to a later meeting.
- The public notice requirements cited in this document can be found in Article I, Section 4 and Article IV, Section 1.D. of the Lakeland *Land Development Regulations*, located on the City's website at [www.lakelandtn.org](http://www.lakelandtn.org).