



# Memphis and Shelby County Office of Planning and Development

CITY HALL - 125 N. MAIN STREET, SUITE 468 - MEMPHIS, TENNESSEE 38103

## Land Use Public Hearings and Notifications (from Sub-Section 9.3.4A of the Unified Development Code)

	x-ref	Public Hearing				Public Hearing Notice			Public Notice Mailed To			
		Board of Adjustment	Landmarks Commission	Land Use Control Board	Governing Bodies	Sign Posted	Mailed	Newspaper Publication	Subject Property Owners	Adjacent Owners <sup>4</sup>	Owners within 500 Ft. Radius <sup>1</sup>	Neighborhood Associations <sup>5</sup>
<b>Text Amendment</b>	9.4			PH	PH			LUCB/GB				
<b>Zoning Change</b>	9.5			PH	PH	SP	M	GB	■	■	■	■
<b>Comprehensive Rezoning</b>	9.5.12			PH	PH	SP	M	LUCB/GB	■			
FEMA Floodway and Floodplain Maps	9.5.12			PH	PH			LUCB/GB				
<b>Special Uses &amp; Planned Developments:</b>												
Special Uses & Special Use Amendments	9.6 & 9.6.12A			PH	PH-AO	SP	M	GB-RO	■	■	■	■
Special Use Major Modifications	9.6.12B			PH	PH-AO	SP	M		■	■	■	■
Special Use Minor Modifications	9.6.12C			PH-AO			M-AO		■	□		□
P. D. Outline Plan & Amendments	9.6 & 9.6.11E(1)			PH	PH-AO	SP	M	GB-RO	■	■	■	■
P. D. Major Modifications	9.6.11E(2)			PH	PH-AO	SP	M		■	■	■	■
P. D. Minor Modifications	9.6.11E(3)			PH-AO			M-AO		■	□		□
P. D. Final Plan	9.6											
P. D. Public Contract	9.6											
<b>Subdivision:</b>												
Minor Preliminary Plan	9.7.6			PH-AO			M-AO		■	■		■
Major Preliminary Plan	9.7.7			PH	PH-AO		M		■	■		■
Resubdivision				PH	PH-AO		M		■	■	■	■
Final Plat	9.7.8											
Public Contract	9.7.8											
<b>Right-of-Way Vacation</b>												
Conversions	9.8			PH	PH-AO	SP	M		■	■		■
Physical Closures	9.8			PH	PH-AO	SP	M		■	■	■ <sup>6</sup>	■
Abandonment	9.8			PH	PH-AO		M		■	■		■
<b>Right-of-Way Dedication</b>	9.9			PH	PH-AO		M		■	■		■
<b>Street Name Change</b>	9.10			PH	PH-AO		M		■	■		■
<b>Plat of Record Revocation</b>	9.11			PH	PH-AO		M		■	■		■
<b>Administrative Site Plan</b>	9.12	PH-AO					M-AO		■	□		□
<b>Special Exception</b>	9.14			PH	PH-AO	SP	M		■	■		■
<b>Special District Administrative Review</b>	9.13	PH-AO							■	□ <sup>3</sup>		□
<b>Historic District Designation</b>	8.6		PH	PH	PH	SP	M	LM/LUCB/GB	■	■		■
<b>Certificate of Appropriateness</b>	8.6.3		PH				M	LM	■	■	■	
<b>Historic District (Demolition by Neglect)</b>	8.6.4		PH-AO						□	□		
<b>Variance<sup>2</sup> and Conditional Use Permit</b>	9.22 & 9.24	PH					M		■	■	■	
<b>Board of Adjustment Correspondence</b>	2.4.5, 9.22.9, 9.22.1E(2) & 9.24.10	PH					M		■	■		
<b>Administrative Decision</b>		PH-AO							□			
<b>Change in Nonconforming Use Permit</b>	10.2.5	PH					M		■	■	■	

1. If the 500-foot radius includes less than 25 property owners, the radius shall be extended at 100-foot intervals to reach a minimum of 25 property owners provided, however, that the maximum total radius is 1,500 feet.

2. In the case of setback variation requests less than 5 feet only adjacent property owners shall be notified.

3. Public notice mailed to property owners within a 300-foot radius of the subject property.

4. "Adjacent owners" includes abutting owners and those across the street or other ROW from the subject site.

5. Public Notice to Neighborhood Associations may be mailed or sent via electronic mail.

6. The 500-foot radius shall be measured from the entire segment of the road affected by the closure rather than the area of right-of-way to be vacated. The segment of road affected shall be defined to mean that portion of public right-of-way that contains the proposed closure between the two nearest intersecting streets on either side of the closure.

PH = Public Hearing  
PH-AO = Public Hearing Upon Appeal Only

LUCB = Land Use Control Board  
GB = Governing Body  
P = Sign posted prior to administrative approval  
SP = Public Hearing Sign Posted  
LM = Landmarks Commission  
M = Public Hearing Notice Mailed  
M-AO = Public Hearing Notice Mailed - Appeal Only  
GB-RO = Governing Body Publication for Hearing upon Request Only

■ = Public Notice Sent To Appeal  
□ = Public Notice Sent Only On Appeal