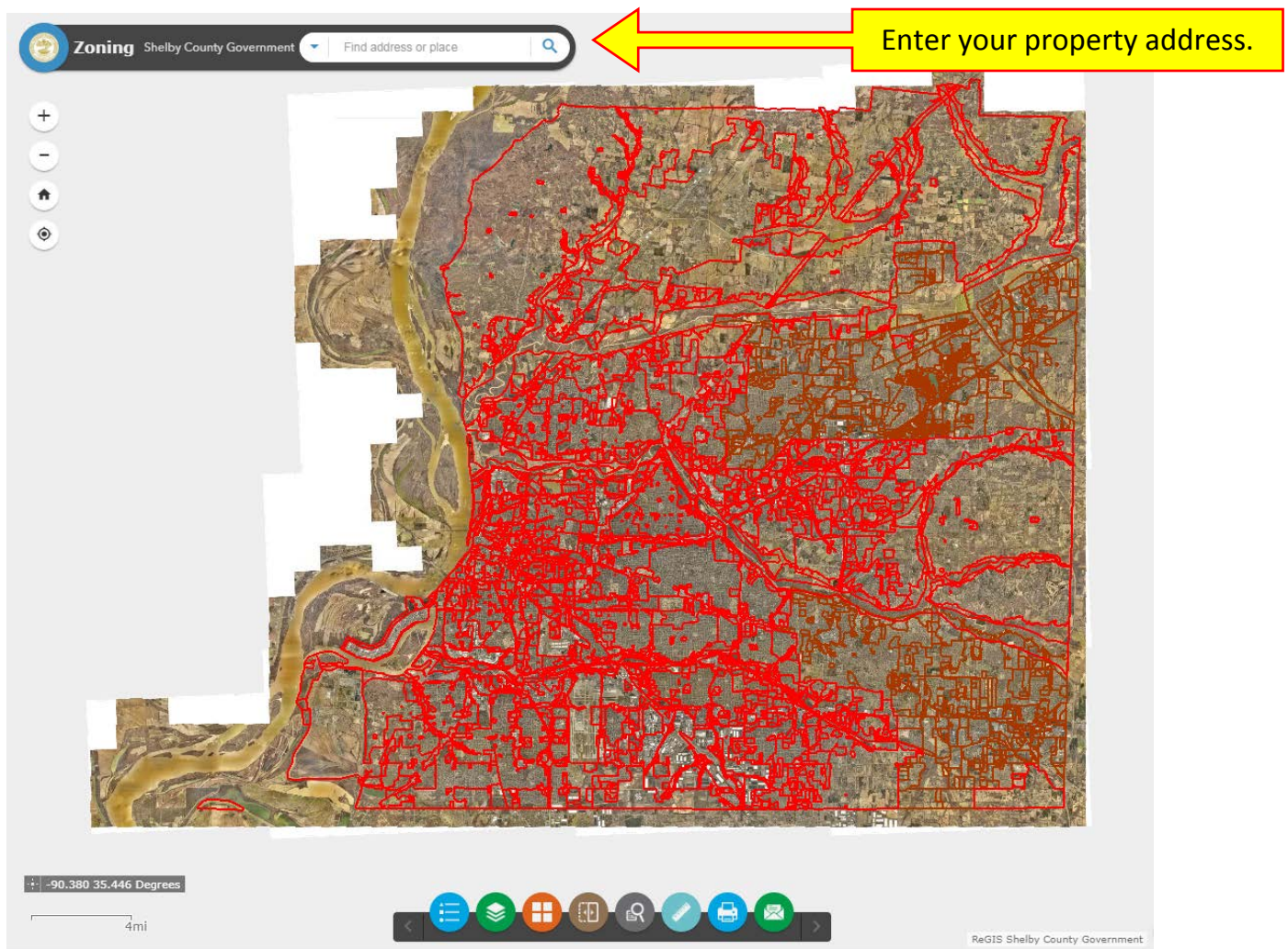


USING THE ZONING ATLAS AS AN AID FOR THE PUBLIC NOTIFICATION REQUIREMENTS OF LAND USE APPLICATIONS


STEP 1

Go to the Shelby County Zoning Atlas website: <https://gis.shelbycountyttn.gov/zoning/>










Click the 'Public Notification' button.

STEP 2



Select or search for a feature in the map

Shelby County Geocoder 

Apply a search distance

Addressee Layer

Owner Address Labels

Format

PDF label 1 x 2-5/8 inches; 30 per page


Check this box.

Set required distance.


Confirm addressees are 'owners.'






STEP 3

Click the 'Polyline' button. Draw a line around your property, by clicking once on each corner of the parcel and double clicking to complete.

 Public Notification - X

Select or search for a feature in the map





Apply a search distance

Feet ▼

Addressee Layer

Owner Address Labels ▼

Format

PDF label 1 x 2-5/8 inches; 30 per page ▼

STEP 4

Zoom out to view the vicinity. Download the addresses by clicking the 'Download' button.

You may need to make some changes to your web browser to allow full function of the atlas:

- 1) Disable your pop-up blocker in order to view the pop-up vicinity map.
- 2) Allow automatic downloads of multiple files in order to download the complete list of names and addresses.

STEP 5

You may use this tool to help supply certain application requirements, such as the 'Vicinity Map' and 'List of Names and Addresses,' as specified in your application.

NOTES

1. If the 500-foot radius includes fewer than 25 property owners, the radius shall be extended by 100-foot intervals to reach a minimum of 25 property owners – provided, however, that the maximum total radius is 1,500 feet.
2. The Office of Planning and Development mails public notifications; the applicant simply provides the mailing addresses.
3. See your land use application and *Unified Development Code* Section 9.3.4 for more information about public notification requirements.
4. In some cases, only adjacent property owners shall be notified.
5. In the case of physical closure of a right-of-way, the polyline shall include the entire segment of the road affected – that portion of the right-of-way that contains the proposed closure between the two nearest intersecting streets on either side of the closure – rather than just the area of right-of-way to be vacated.