

CITY OF PORTLAND, TENNESSEE

Planning Commission Application Plot Plan Application and Checklist



Title of Project: _____

Street Location: _____

County: Sumner County or Robertson County (Circle One)

Tax Map: _____ Group: _____ Parcel: _____

Total Acreage: _____

Applicant:

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Mobile: () _____

Email: _____

Owner:

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Mobile: () _____

Email: _____

Surveyor/Engineer:

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Mobile: () _____

Email: _____

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Provided with Submittal		For Office Use
	Completed Plot Plan Application	
	8 ½” by 11” map with the subject property highlighted or location map on Plot Plan	
	If applicant is not the property owner one of the following items is required: letter of consent that has been notarized, a copy of the purchase contract with a zoning contingency, or other documentation that gives the applicant the right to request the rezoning.	
	Tax Map and Parcel Number Information for Subject Parcel	
	Total Acreage of Parcel	
	The actual shape, location, and boundary calls of the lot by surveyor	
	The shape, size, and location of buildings and exterior mechanical (HVAC) being built on the lot	
	Topography	
	Building Setbacks	
	Highest Adjacent Grade (HAG) of the lot	
	Base Crawl Space Elevation (BCSE) <ul style="list-style-type: none"> a. 6 inches above the HAG for crawl space homes b. 12 inches above the HAG for slab homes 	
	Other information as may be Requested by the Planning Commission or Staff	

As the applicant or the applicant’s agent, I understand that it is my sole responsibility to notify my client of the time, date, and location of all relevant meetings at which this application will be discussed and to ensure that someone representing this item is in attendance at each of these meetings.

I hereby attest that I have provided a complete application and included all the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

Signature of Person Completing & Submitting this Application

Signature of Owner (If different from applicant)

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Agent Acting on the Property Owners Behalf

The Agent Authorization Form shall be required for all applications. This form will allow your surveyor or engineer to act on behalf of the property owner and/or applicant. The applicant may also provide a purchase contract giving them the right to request the approval sought with this application. The purchase contract must be provided to the Planning Department along with this application.

Applications for Sketch, Preliminary, and Final Plats must include a Licensed Surveyor authorized to practice in the State of Tennessee. Applications for Site Plans must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect according to the particular type of development. The a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect shall be authorized to represent the owner applicant in the matter before Planning Commission.

Agent Authorization Form

In connection with the above listed project, I hereby appoint the person indicated as the applicant and/or surveyor/engineer to act as my agent for the purpose of filing the attached application with the City of Portland Planning Commission.

Printed Name of Owner:

Signature of Owner:

STATE OF _____ COUNTY OF _____

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, _____, known to me to be the person who signed the foregoing instrument, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office this the _____ day of _____, _____.

Notary Public

My Commission Expires: _____