

# CITY OF PORTLAND, TENNESSEE

## Planning Commission Application

### Preliminary Master Development Plan Information and Checklist

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Title of Project: \_\_\_\_\_

Street Location: \_\_\_\_\_

County: Sumner County or Robertson County (Circle One)

Tax Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Zoning: \_\_\_\_\_

#### 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
	Non-refundable Application Fee (See current fee schedule)	
	Completed Application	
	If applicant is not the property owner include signed agent authorization form	
	Tax Map and Parcel Number Information for Subject Parcel(s)	
	Total Acreage of Parcel(s)	
	Current and Requested Zoning of Subject Parcel(s)	
	Location map showing relation of property to surrounding properties and streets	
	Location of transportation routes including streets, driveways, sidewalks, and pedestrian ways, and off-street parking and loading areas within development	
	Proposed subdivision of lots	
	Location and approximate dimensions of structures including approximate height, bulk and the utilization of structures including activities and the number of living units	
	Estimated population density and extent of activities to be allocated to parts of the project	
	A tabulation of the land area to be devoted to various uses and activities and overall densities	
	Reservations for public uses including schools, parks, and other open spaces	
	Landscaping and screening methods and features	
	The general means of the disposition of sanitary wastes and storm water	
	The nature of the landholder's interest in the land proposed to be developed and a written statement of concurrence from all parties having a beneficial interest in the affected property	
	The substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings, and structures including proposed easements for public utilities	
	A stage development schedule, setting forth when the landholder intends to commence construction and a completion period	
	When it is proposed that the final master development plan will be submitted in stages, a schedule of submission thereof	
	Other information as may be Requested by the Planning Commission or Staff	

This application shall be accompanied by maps, drawings, or other supportive information necessary to explain the request. It is recommended that the applicant or a representative be present at the Planning Commission subsequent Portland City Council meetings. The Planning Commission reviews the request and makes a recommendation to the City Council. Rezoning is done by ordinance, approved by the City Council. Approving an ordinance is a two-reading process with a public hearing held at the second reading.

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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 the Planning Commission and subsequent Portland City Council meetings at which this application will be heard 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 of 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. 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: \_\_\_\_\_