

# CITY OF PORTLAND, TENNESSEE

## Planning Commission Application

### Special Exception from the Subdivision Regulations or Design Standards

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

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

County: Sumner County or Robertson County (Circle One)

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

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

Requesting exception from:    Subdivision Regulation [  ]    Design Standards [  ]

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

**Note: Fill in Section 1 or 2 as appropriate. This application will not be accepted unless all required statements have been made.**

#### **Section 1: Special Exception from the Subdivision Regulations**

Section of the Subdivision Regulations requesting Exception from (Article/Section/Subsection): \_\_\_\_\_

\_\_\_\_\_

Explanation of Hardship: \_\_\_\_\_

\_\_\_\_\_

Proposed Solution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Section 2: Special Exception from the Design Standards**

Section of the Design Standards requesting Exception from (Article/Section/Subsection):: \_\_\_\_\_

\_\_\_\_\_

Explanation of Hardship: \_\_\_\_\_

\_\_\_\_\_

Proposed Solution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### Special Exception from the Subdivision Regulations or Design Standards



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

Provided with Submittal		For Office Use
	Completed Special Exception from Subdivision Regulations or Design Guidelines Application	
	Site Plan or Plat that shows the extent of the request (contact the Planning Department for more information)	
	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 the agent authorization form. (1 original)	
	Names and Addresses of all adjoining property owners of land that this property touches – this includes across the road, both sides of the property and behind the property	
	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 meeting.

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 meeting 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 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)