

CITY OF PORTLAND, TENNESSEE

Planning Commission Application Concept Plan Information and Checklist



Title of Project: _____

Street Location: _____

County: Sumner County or Robertson County (Circle One)

Tax Map: _____ Group: _____ Parcel: _____

Total Acreage: _____

Property Zoning: _____

Number of Lots: _____

Applicant:

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

Owner (If Applicant is not 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 Sketch Plat Application	
	Completed Agent Authorization Form	
	Vicinity map of property, date and approximate north point;	
	Name of owner; name of plat designer; and zoning classification.	
	A scale drawing of the property and the names of the owners of adjoining property;	
	Size of the original tract(s) being subdivided;	
	Notation of any existing legal rights-of-way or easements or other encumbrances affecting the property;	
	Approximate topography of the site extended into adjacent properties, shown at intervals no greater than five (5) feet;	
	Identification of any land that qualifies as a critical lot;	
	The location of all watercourses and intermittent streams;	
	Soil boundaries as shown on USDA Natural Resources Conservation Service medium-intensity maps	
	General road and lot pattern with dimensions of existing and proposed streets and rights-of-way provided;	
	Proposed phasing, if any;	
	Existing Recourses and Site Analysis as required by Section 3.5.5 (Existing Resource and Site Analysis)	
	The location of significant features such as woodlands, tree lines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, fences or stone walls, rock outcrops, and existing structures, roads, tracks and trails.	
	Proposed extension(s) of water and/or sanitary sewer service to the property along with the proposed routing of such within the subdivision; and	
	Preliminary storm drainage design noting approximate volumes, direction of flows and location of proposed detention or retention areas.	
	Location and dimensions of all access points into the subdivision, stub outs to undeveloped properties, and any temporary turnarounds;	
	Location and dimensions of all sidewalks and pedestrian easements;	
	Location and dimensions of all blocks being created;	
	When applicable developments along State Route 109 must adhere to State Route	

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	109 Access Management Standards (see section 4-114.1 Subdivision Regulations and Section 4-301 of the Zoning Ordinance)	
	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.

The Conceptual Plan shall be prepared by a Registered Architect; Registered Engineer, engaged in the practice of Civil Engineering, Registered Land Surveyor, or Registered Landscaped Architect.

TCA 134-304(a) states, in part, "The Commission shall approve or disapprove a plat within thirty (30) Days after submission of such plat..." By signing this application, the applicant (and owners, as applicable) acknowledge that items for consideration by the Planning Commission shall be considered submitted when all required information, a completed submittal application, and fee has been received by the City of Portland.

Failure by the applicant to address all the requirements of the City of Portland Zoning Ordinance and/or Subdivision Regulations may result in a deferral or denial of the proposed development by the Portland Planning Commission.

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

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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 Concept and Preliminary Plats must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect 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 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: _____

CITY OF PORTLAND, TENNESSEE

Planning Commission Submittal Requirements Submittal Requirements for All Projects



Title of Project: _____

The following information must be completed and submitted to the City of Portland prior to being placed on the Planning Commission Agenda: (*Incomplete packets shall result in a delayed review by Staff.*)

	Included	Not Applicable
1. Completed, signed, and notarized Planning Commission Application.	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed, signed, and stamped Engineering Review Submittal Checklist.	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Plan Drawings meeting all requirements of the Engineering Review Submittal Checklist, Appropriate Planning Commission Checklist, and Zoning Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed Inspection and Maintenance Agreement.	<input type="checkbox"/>	<input type="checkbox"/>
5. Long Term Maintenance Plan signed by Owner. Project dependent document. Must be written by an engineer.	<input type="checkbox"/>	<input type="checkbox"/>
6. Drainage Calculations meeting the City of Portland Minimum Drainage Requirements for Development.	<input type="checkbox"/>	<input type="checkbox"/>
7. Landscaping Plan.	<input type="checkbox"/>	<input type="checkbox"/>
8. Lighting and photometric plan for the development site.	<input type="checkbox"/>	<input type="checkbox"/>
9. Building Elevations complying with the design review guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
10. Payment for the Planning Commission Submittal Fees.	<input type="checkbox"/>	<input type="checkbox"/>

This section to be completed by City of Portland Staff

Received By: _____

Date: _____