CITY OF PORTLAND, TENNESSEE
Planning Commission Application
Annexation Information 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 (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: __________________________
Title of Project: ____________________________________________________________

<table>
<thead>
<tr>
<th>Provided with Submittal</th>
<th>For Office Use</th>
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</thead>
<tbody>
<tr>
<td>Non-refundable Application Fee (See current fee schedule)</td>
<td></td>
</tr>
<tr>
<td>Completed Annexation Application (12 copies)</td>
<td></td>
</tr>
<tr>
<td>Legal Description of Property being Rezoned (12 copies)</td>
<td></td>
</tr>
<tr>
<td>Copy of recorded deed. (12 copies)</td>
<td></td>
</tr>
<tr>
<td>8 ½” by 11” map with the subject property highlighted (12 copies)</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
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<tr>
<td>Tax Map and Parcel Number Information for Subject Parcel(s)</td>
<td></td>
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<tr>
<td>Total Acreage of Parcel(s)</td>
<td></td>
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<tr>
<td>Current and Requested Zoning of Subject Parcel(s)</td>
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<tr>
<td>Other information as may be Requested by the Planning Commission or Staff</td>
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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. Annexation is done by resolution, approved by the City Council. Approving a resolution is a one reading process with a public hearing held at the reading of the resolution.

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
Title of Project: ________________________________________________________________

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 Landscaed Architect according to the particular type of development. The a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaed 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: ____________