

CITY OF PORTLAND, TENNESSEE

Planning Commission Application Minor Site Plan Information and Checklist



Title of Project: _____

Street Location: _____

County: Sumner County or Robertson County (Circle One)

Tax Map: _____ Group: _____ Parcel: _____

Total Acreage: _____

Non-Residential Site Plan _____ Building Square Footage

Residential Site Plan _____ Building Square Footage, _____ Number of Units

Mixed Use Site Plan _____ Building Square Footage, _____ Number of Units

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 Minor Site Plan Application	
	Completed Agent Authorization Form	
	Scale drawing no smaller than 1" = 50' drawn on reproducible material suitable for making additional prints.	
	The name and address of the development.	
	The name and address of the owner and applicant.	
	Zoning classification.	
	The actual shape, location, and dimensions of the lot.	
	Date, scale, and north point.	
	The shape, location, and dimension of all existing buildings with uses of buildings and structures noted.	
	Label building setbacks.	
	Statement that plans meets all applicable handicap rules and regulations.	
	Location and details about all signage and lighting proposed to be attached to building(s).	
	Location of all proposed outdoor merchandise/storage areas and screening details.	
	Location, type, size, and details of proposed freestanding signs, including monument, pole signs, and on-site directional signs.	
	Location of all vehicular and pedestrian access into and within site. Including, but not limited to, drives, streets, sidewalks, traffic calming, radius and widths, type of surface, etc.	
	Location, design, and dimensions of all parking areas, loading zones, fire lanes, landscape breaks.	
	Location and screening methods for handling garbage.	
	Landscape details. Applicants requesting review by staff for minor site plan approval may appeal staff requirements to the City of Portland Regional Planning Commission or Zoning Board of Appeals when required in Article XIII, of this 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

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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.

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 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: _____

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: _____