

# CITY OF PORTLAND, TENNESSEE

## Planning Commission Application 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 Site Plan Application	
	Completed Agent Authorization Form	
	The name and address of the development.	
	The name and address of the owner and applicant.	
	The name, address, and contact information of design professional(s).	
	The actual shape, location, and dimensions of the lot (acreage and square footage).	
	Date, scale, north point and any revisions dates.	
	Location map drawn, which shall include streets, and corporate limit lines within a one-half (1/2) mile radius of site.	
	Civil district, county map and parcel info, and lot number.	
	Existing zoning of the property and abutting property.	
	Names and addresses of the abutting property owners.	
	Notation about relation to current flood maps.	
	Notation about maximum building height.	
	The shape, location, lot coverage required and proposed (in square feet) and dimensions of all buildings, structures existing and proposed with uses of buildings and structures noted.	
	Label all building setbacks.	
	Location of all accessory off-street parking areas to include a plan showing design and layout of such parking facilities. Dimensions shall be shown.	
	Location and dimensions of all ADA accessible pedestrian circulation.	
	Statement that plans meets all applicable ADA rules and regulations.	
	Provide ADA accessible parking data required and provided.	
	Existing and proposed topographical features at two (2) foot intervals with reference datum mean-sea-level. For areas proposed not to be disturbed, contours may be at larger intervals. Contours shall extend onto abutting properties to determine drainage patterns.	
	Location and dimensions of all right-of-way, and streets.	
	Pedestrian Circulation plan provided for all buildings over 5,000sqft. Pedestrian Plan must show: <ul style="list-style-type: none"> <li>a. Pedestrian travel between building and parking lot, sidewalks, dumpster, outbuildings, and site amenities.</li> </ul>	

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	<p>b. Show travel from one corner of Right of Way to the other corner.</p> <p>c. Location and dimensions of all sidewalks. Sidewalks must be a minimum of 5 feet wide and separated from streets by a 5 foot wide strip of grass or landscaping.</p>	
	Location, size, and availability of servicing utilities, including existing overhead utilities and fire department connections to sprinkler systems.	
	Existing and proposed means of surface drainage, (retention/detention) with supporting drainage calculations prepared and stamped by an engineer. The surface drainage shall be designed and constructed in accordance with the City of Portland Regulations.	
	Exterior building elevations for all primary and accessory buildings, including exterior building material information.	
	Dimensions of all street facing facades showing off sets for walls exceeding 40 feet in length. Offsets must have a minimum depth of 10% of the longer adjacent unbroken wall length and be proportional to the building's height and length.	
	<p>Facade elements listed and shown on building elevations.</p> <p>Primary and or/ front façade shall contain 2 or more of the following elements:</p> <ol style="list-style-type: none"> <li>1. Canopy</li> <li>2. Covered porch or arcade</li> <li>3. Varied roof heights</li> <li>4. Pilasters</li> <li>5. Display windows</li> <li>6. Outdoor seating</li> <li>7. Recesses or projections (in keeping with the scale of the building)</li> <li>8. Peaked roof</li> <li>9. Unique architectural details (in keeping with the scale of the building)</li> <li>10. Other features designed to add scale and visual interest to the façade</li> </ol>	
	Building materials called out and indicated on building elevation drawings.	
	Location and details about all signage and lighting proposed to be attached to buildings.	
	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, etc.	
	Location, design, and dimensions of all parking areas, lighting, loading zones, fire lanes, and landscape breaks.	
	Lighting Plan provided must show lighting extending beyond all lot lines. Lighting may not exceed 0.5 foot candle at any property line. Parking and	

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	pedestrian ways for commercial and industrial sites must be lit to a minimum of 0.5 foot candle.	
	Locations and screening methods for handling garbage and service areas.	
	Location of all open space and proposed site amenities.	
	Location of all walls, fences, and indication of their height and construction materials.	
	Location of existing vegetation including all trees over four (4) inch in caliper and all trees over one (1) inch in caliper and six (6) feet in height in all public right-of-way. Masses of existing trees shall indicate significant perimeter trees surveyed and average caliper size noted on plat.	
	Location and types of all erosion control and tree protection methods.	
	Location and dimensions of all landscaping buffers and screening within street and along Right of Ways.	
	Location and dimensions of all foundation planting. Foundation planting shall must meet the requirements as stated in Section 3.3 Parking Areas of the Design Standards.	
	Landscaping Data Table including type, size, and spacing of all plants. With indicated total number for each category, street trees, landscaping in parking, landscaping on site, and foundation planting. Planting details provided for each category of planting.	
	Landscape details in compliance with City requirements.	
	Location of all environmentally or historically sensitive areas, including but not limited to, slopes exceeding fifteen (15) percent, streams, historic structures, wetlands, trees, masses and strands, cave, rock outcrops, cemeteries, areas subject to flooding, etc.	
	Location of all finished floor elevations for all structures.	
	Location of all proposed outdoor merchandise/storage areas and screening details.	
	Location and methods for temporary construction entrances.	
	Provide detail sheet for items, including, but not limited to: headwalls, detention structures, pavement, curb and sidewalk thickness, etc.	
	Location of all driveways and entrances.	
	Location of all accessory off-street loading berths.	
	Proposed ground coverage, floor area, and building heights.	
	Other information as may be Requested by the Planning Commission or Staff	

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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. 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: \_\_\_\_\_

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## 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 <b>Planning Commission Application.</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed, signed, and stamped <b>Engineering Review Submittal Checklist.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Plan Drawings meeting all requirements of the <b>Engineering Review Submittal Checklist, Appropriate Planning Commission Checklist, and Zoning Ordinance.</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed <b>Inspection and Maintenance Agreement.</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Long Term Maintenance Plan</b> signed by Owner. Project dependent document. Must be written by an engineer.	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Drainage Calculations</b> meeting the City of Portland <b>Minimum Drainage Requirements for Development.</b>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Landscaping Plan.</b>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Lighting and photometric plan</b> for the development site.	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Building Elevations</b> complying with the design review guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
10. Payment for the <b>Planning Commission Submittal Fees.</b>	<input type="checkbox"/>	<input type="checkbox"/>

*This section to be completed by City of Portland Staff*

Received By: \_\_\_\_\_

Date: \_\_\_\_\_