

Administrative Manual

Portland, TN



Adopted: August 11, 2020

Contents

How to Use This Manual 3

Documents/ References 5

Decision Bodies 7

Roles of Decision-Making Bodies 8

City Department Contacts 9

Non-City Development Contacts 10

Fee Schedule 11

Planning Commission Submittal and Review Policy 12

Annexation and Plan of Service..... 17

Appeal of Administrative Decision 18

Special Exception from Subdivision Regulations..... 19

Special Exception from Design Standards..... 20

Building Permit..... 21

Certificate of Appropriateness 22

Conditional Use 23

Development Agreement 24

Floodplain/Floodway Development Permit..... 26

Historic District Nomination..... 27

Historic Landmark Designation..... 29

Land Disturbance Permit 30

Planning Study Amendment 31

Planned Unit Development..... 33

Plot Plan 35

Rezoning 36

Right-of-Way Abandonment 38

Sign Permit..... 40

Sign Regulation Amendment..... 41

Major Site Development Plan..... 42

Minor Site Development Plan..... 44

Site Development Plan Amendment..... 46

Major Subdivision- Concept Plan..... 48

Subdivision- Construction Drawings 50

Major Subdivision – Preliminary Plat..... 52

Subdivision- Bond Approval 54

Major Subdivision- Final Plat..... 57

Minor Subdivision- Final Plat..... 59

Approval Signatures..... 61

Subdivision Regulations Amendment..... 62

T.C.A Gate Approval 63

Variance Request 64

Zoning Ordinance Amendment..... 65

How to Use This Manual

This manual is a compilation of information and procedures relating to land and building development within the City of Portland, Tennessee. This manual does not serve as a substitute for any of the City of Portland's adopted ordinances and is intended only as a guide to the users of the City of Portland Zoning Ordinance, Subdivision Regulations and Design Standards. In the case of conflict between this document and other city ordinances, the adopted city ordinances shall control.

Read the following sections to find out what procedure you need to follow to do what you want with your property.

Subdivide Your Property

Major Subdivision (3 or more lots)	Page 46
Minor Subdivision (1-2 lots)	Page 57

Build on an Existing Lot

Install a Sign	Page 38
Install a Gate	Page 61
Building a House in a Floodplain	Page 33
Building a House not in a Floodplain	Page 21
Building a Commercial or Industrial Building in a Flood Plain	Page 25 & 40
Building a Commercial or Industrial Building not in a Flood Plain	Page 40

Change Your Property Allowed Uses or Classification

Enter the City Limits (Annexation)	Page 17
Change Property Zoning (Rezoning)	Page 34
Request Exception from Zoning Ordinance Requirement (Variance)	Page 62
Request Special Exception from Design Standards	Page 20
Request Special Exception from Subdivision Regulations	Page 19
Nominate a Historic Landmark	Page 27
Nominate Historic District	Page 26

Appeal a Decision

Appeal Decision Based on the Zoning Ordinance (Board of Zoning Appeals).....Page 18

Appeal Decision Based on Subdivision Regulations or Design Standards (Planning Commission)
Page 18

Request a Document Amendment

Amend a Planning StudyPage 29

Amend the Sign RegulationsPage 63

Amend a Site Development PlanPage 44

Amend the Zoning OrdinancePage 63

Amend the Subdivision Regulations.....Page 60

Documents/ References

City of Portland IDT Plans

The City of Portland requires all Planning and Zoning applications be submitted through the IDT Plans Review Portal. This portal allows applicant to follow the progress of the project through the review process and makes comments simple to access and correct.

Link: [City of Portland IDT Plans Review Portal](#)

Zoning Ordinance

The Portland Zoning Ordinance is a comprehensive document outlining regulations pertaining to the establishment of districts within the City of Portland.

Link: [Zoning Ordinance](#)

Zoning Map

The Portland GIS Zoning Map is an interactive online map showing the zoning within the Portland Planning Region.

Link: [Zoning Map](#)

Subdivision Regulations

The Portland Subdivision Regulations are a regulatory document pertaining to the subdivision of land and the development of subdivisions within the City of Portland.

Link: [Subdivision Regulations](#)

Design Standards

The Portland Design Standards are a regulatory document pertaining to the design of projects within the City of Portland. Outlined in the Design standards are guidelines for architecture of buildings, landscaping, screening etc.

Link: [Design Standards](#)

Sign Regulations

The Portland Sign Regulations can be found within the Zoning Ordinance however to make it easier to reference the City provides a separate documents pertaining only to the regulations governing the design, installation, and updating of signs within the City in a separate document.

Link: [Sign Regulations](#)

Floodplain Management Regulations

The Portland Floodplain Management Regulations can be found within the Zoning Ordinance however to make it easier to reference the City provides a separate documents pertaining only to the regulations governing properties within a floodplain within the City in a separate document.

Link: [Floodplain Management Regulations](#)

Portland Stormwater Ordinance

The Portland Stormwater Ordinance is a document produced by the Portland Stormwater Department outlining the Stormwater Regulations within the City.

Link: [Stormwater Ordinance](#)

Engineering Planning Commission Submittal Packet

The Engineering Planning Commission Submittal Packet is a guiding document outlining the necessary technical elements to be submitted with projects within the City.

Link: [Engineering Planning Commission Submittal Packet](#)

Applications and Checklists

Applications and submittal checklists can be found on the city website.

Link: [Applications and Checklists](#)

City council calendar

The Portland Board of Mayor and Aldermen (City Council) Meets the first and third Monday of every month at 5pm. Agendas and recordings of meetings can be found on the City website at the link below.

Link: [City Council Calendar](#)

Planning Commission Calendar

The Portland Planning Commission will approve and publish a calendar of meetings and deadlines at the beginning of every year. Typically the Planning Commission meets the second Tuesday of every month. A link to the approved calendar can be found below.

Link: [Planning Commission Calendar](#)

Board of Zoning Appeals Calendar

The Portland Board of Zoning Appeals will approve and publish a calendar of meetings and deadlines at the beginning of every year. A link to the approved calendar can be found below.

Link: [Board of Zoning Appeals Calendar](#)

FEMA Flood Map

The Federal Emergency Management Agency (FEMA) website contains an interactive map that shows the extent of all the floodplain and floodways within the City of Portland.

Link: [FEMA Flood Map](#)

Decision Bodies

Enforcing Officer/Zoning Administrator

The duly appointed Enforcing Officer/Zoning Administrator is the current City Planner. The Enforcing Officer/ Zoning Administrator will review submissions to the Planning Department and make recommendations to the Planning Commission, Historic Preservation Commission, Board of Zoning Appeals, or City Council regarding planning projects.

Board of Mayor and Alderman (BOMA)

The City of Portland Board of Mayor and Alderman also known as City Council. The City Council is the legislative body responsible for hearing and acting on resolutions, ordinances, annexations, rezoning requests, and plan amendments.

Board of Zoning Appeals (BZA)

The Portland Board of Zoning Appeals meets regularly to discuss and decide upon special issues regarding the Zoning Ordinance such as variance requests, appeals, and requested amendments.

Planning Commission

The Portland Municipal/Regional Planning Commission meets every second Tuesday of the month. The Planning Commission can recommend either approval, or denial of any major plat, site development plan, rezoning, annexation, development agreement or other major planning project. The recommendation is then presented to City Council

Historic Preservation Commission

The Portland Historic Preservation Commission consists of 9 members of the community, a representative of a local patriotic or historical organization, an architect of engineer, a member of the Portland Municipal-Regional Planning Commission, a business or real estate professional, two member of the Highland Rim Historical Society, and other Portland residents. The Portland Historic Preservation Commission's purpose is to work to preserve, promote, and develop the City's historical resources and to advise the City on the designation of preservation districts, landmarks, and landmark sites.

Roles of Decision-Making Bodies

Summary of the Roles of Decision-Making Bodies										
Procedure	BOMA	PC	BZA	HPC	City Planner	City Engineer	Utilities Director	Codes Department	Fire Department	Public Works Department
A = Appeal D = Decision H = Public Hearing M = Public Meeting R = Review and Recommendation										
Annexation & Plan of Service	H-M-D	R			R	R	R		R	
Appeal of Administrative Decision			H-M-D		R	R	R	D	R	R
Building Permit				H-M-D	R	R	R	D	R	R
Certificate of Appropriateness					R	R	R	D	R	R
Certificate of Use and Occupancy			H-M-D		R	R	R		R	R
Conditional Use					R	R	R			
Development Agreements					R-D	R	R			
Floodplain Development Permit					R-D	R	R			R
Historic District Nomination	H-M-D			H-M-R						
Historic Landmark Nomination	H-M-D			H-M-R						
Land Disturbance Permit										D
Planning Study Amendment	H-M-D	H-M-R			R	R	R			
Plot Plans					R-D	R	R			
PUD	H-M-D	M-R			R	R	R		R	R
Rezoning	H-M-D	R			R	R	R			
Right-of-Way Abandonment	H-M-D	R			R	R	R			
Sign Permit					D					
Sign Regulation Amendments	H-M-D	M-R			R	R	R			
Site Development Plan		M-D			R	R	R		R	R
Site Development Plan - Minor		A			R-D	R	R		R	R
Site Development Plan - Amendment		A			R-D	R	R		R	R
Special Exception from Design Standards		M-D			R					
Special Exception from Subdivision Regulations		M-D			R					
Subdivision - Conceptual Plan		M-D			R	R	R		R	R
Subdivision - Construction Drawings					R-D	R	R		R	R
Subdivision - Preliminary Plat		M-D			R	R	R		R	R
Subdivision - Bond Approvals		M-D			R	R	R			
Subdivision - Final Plat		M-D			R	R	R		R	R
Subdivision - Minor Final Plat (2 lot or less)		A			R-D	R	R		R	R
Subdivision Regulation Amendments		H-M-D			R	R	R			
T.C.A. Gate Approval		M-D			R	R	R		R	R
Variance			H-M-D	H-M-D	R					
Zoning Ordinance Amendments	H-M-D	M-R			R	R	R			

BOMA = Board of Mayor and Aldermen PC = Portland Planning Commission BZA = Portland Municipal Board of Zoning Appeals
 = Portland Historic Preservation Commission

City Department Contacts

Mayor's Office

Mike Callis, Mayor

Appointments made through Administrative Assistant

Teresa Keen, Mayor's Administrative Assistant

615-325-6776 ext. 243

Planning and Zoning Department

Richard Donovan, City Planner

615-325-6776 ext. 235

Kealan Millies-Lucke, Planner I

615-325-6776 ext. 227

Jackie West, Planning Administrative Assistant

615-325-6776 ext. 288

Engineering Department

Cindy Wheeler, City Engineer

615-325-6776 ext.622

Utilities Department

Bryan Price, Utilities Director

615-325-6776 ext. 626

Tracy McGowan, Department of Utilities Assistant

615-325-6776 ext.621

Darlene Baker, Department of Utilities Assistant

615-325-6776 ext.625

Fire Department

Al West, Fire Chief

615-325-5649

Building and Codes Department

Johnny Morris, Building and Codes Inspector

615-325-6776 ext. 233

Jane Johnson, Permit Tech

615-325-6776 ext.230

Stormwater Department

Carlton Cobb, Stormwater Manager

615-325-6776 ext. 500

Public Works Department

Steve Whitehead, Public Works Director

615-325-6776 ext.501

Betty Lewis, Public Works Secretary

615-325-6776 ext.502

Economic and Community Development

Denise Geminden, Economic and Community Development Director

615-325-6776 ext. 246

Business Office

615-325-6776 ext.555

Non-City Development Contacts

White House Water District

Pat Harrell, District Engineer

615-672-9527

Cumberland Electric

Scott Brown, Portland District Operations

(800) 987-2362

Sumner County Stormwater

Josh Suddath, Director of Planning and Stormwater

(615) 451-6097

Sumner County Roads Commission

Judy Hardin, Road Superintendent

(615) 452-2632

AT&T Tennessee

Tim Swearingen, Manager of Planning and Engineering Design

615-452-7039

Sumner County Register of Deeds

Cindy Briley, Register of Deeds

615-452-3892

Robertson County Recorder of Deeds

Connie Stroud, Register of Deeds

615-384-3772

Fee Schedule

Planning and Zoning Fees		
Signs		
Electronic Billboard Permit		\$1,000
Wall or Pole Sign		
	32 sq.ft. or Less	\$50
	Greater than 32 sq.ft.	\$100
Sign Face Change Out		\$50
Temporary Sign		\$25
Subdivisions		
Concept Plan		\$150 plus \$5 per lot
Preliminary Plat		\$150 plus \$5 per lot
Final Plat		\$150 plus \$5 per lot
Site Plan		
	No Building	\$150
	Up to 5,000 sq.ft.	\$150
	Over 5,000 sq.ft.	\$150 plus \$.05 per sq.ft.
*Maximum Site Plan Fee		\$500
Annexation and Rezoning		
	Up to 0.99 acres	\$200
	1-9 acres	\$250
	10-19 acres	\$300
	20-49 acres	\$400
	50-99 acres	\$500
	100 acres or more	\$600
Annexation and Rezoning Combined		Additional \$100
Planning Unit Development		
Preliminary Plan		\$350 plus \$5 per acre over 5 acres
Final Plan		\$250 plus \$5 per acre over 5 acres
Board of Zoning Appeals		\$100
Right-Of-Way Abandonment		\$100
Violations		
Zoning Ordinance		\$50
Design Standards		\$50

Planning Commission Submittal and Review Policy

THE PROCESS

1. Steps in the Process
 - a. Pre-application conference (required)
 - b. Conditional Use Approval, Historic Zoning, or Variance, if needed.
 - c. Initial Submittal
 - d. Completeness Review
 - e. Technical Review by City Staff
 - f. Unified Staff Comments to Developer's Engineer or Surveyor
 - g. Re-submittal
 - h. Re-submittal review for Completeness
 - i. Staff Report to Planning Commission
 - j. Planning Commission Review
 - k. Post PC Review, if needed
 - l. Approval letter and approved plans issued

2. Planning Commission shall approve a calendar for the preceding year in November of each year.
 - a. That calendar shall include the date and time for the following:
 - i. Future Land Use Amendment Submittal Date
 - ii. Submittal Date
 - iii. Comments to Developers Date
 - iv. Re-submittal Deadline
 - v. Regular Meeting
 - b. Planning Commission reserves the right to alter this schedule with at least two (2) months' notice except where circumstances do not allow. For example, meetings may be moved due to Planning Staff training or conflict with other City Meetings.

PRE-APPLICATION CONFERENCE

1. City Staff has set aside Thursday for pre-application conferences.
2. Pre-application conferences shall be scheduled through the Office of the City Planner or his/her designee.
3. The City Planner, City Engineer, Public Works Director, Utilities Director, and Stormwater Coordinator shall be present at the pre-application meeting.
4. It shall be at the discretion of the City Planner to require the Fire Chief or Fire Marshall to be present at the pre-application meeting.
5. The City Planner may also invite the Building Official to attend these meetings on an as needed basis.

INITIAL PLAN SUBMITTAL

1. All plans must be submitted digitally through the City of Portland IDT Plans Review Portal.
2. It shall be at the discretion of the City Planner to require hard copies of plans, if needed, for City Department and/or Utilities reviews.
3. Planning Commission applications are available in the Planning Department office or on the City website and required with every submittal. Submittals without an application will not be processed.
4. Applications shall be updated as needed by the City Planner or his/her designee.
5. Concept Plans, Preliminary Plats, Construction Drawings, and Final Plat submittals shall be consistent with the requirements set forth in the Subdivision Regulations.
6. Site Development Plans shall be consistent with the requirements set forth in the Zoning Ordinance, Design Standards, and other applicable City Ordinances.
7. Projects will not be placed in the Technical Review process until an application, review fee, and complete set of site development plans or a plat have been submitted.
8. If any portion of the submittal is not received by the submittal date, the submittal will be considered late and will be placed on the agenda for the following month.

COMPLETENESS REVIEW

1. To be considered complete the submittal must include:
 - a. Planning Commission Application and Checklist.
 - b. Engineering Checklist.
 - c. Plat or Site Development Plan.
 - i. A Site Development Plan shall include complete site construction drawings, stormwater, elevations, and photometric plans and any supporting documents for those items.
 - ii. All elements must be included in one document.
 - d. PDF copy of all documents submitted.
 - e. Any required review fees.
 - i. Plans will not be routed for review without fees being paid.
 - ii. City Staff will not any make notifications about the unpaid fees.
 - iii. Any documentation left in the Planning Department without a fee will be held for ten (10) business days. After ten (10) business days, the documents will be disposed.
 - iv. Review fees will not be accepted without documents to be reviewed and will be returned immediately.

TECHNICAL REVIEW PROCESS

1. Technical Review will follow one of two processes:

- 1) Minor Planning Review, for two (2) lot subdivisions, constructions drawings, and minor site development plans.
 - 2) Major Planning Review, for more than a two (2) lot subdivision, site development plans, or any item requiring Planning Commission approval.
2. The Minor Planning Review process is as follows:
- 1) Application is submitted.
 - 2) Application is reviewed for completeness.
 - a) Digital copy of plat or site development plan requested, if necessary.
 - b) Application is scanned.
 - 3) Plat or Site Development Plan is routed in folder to each Department that is required to review.
 - a) Comments are recorded on sheet or emailed to Planning Department.
 - b) Each Department has three (3) business days to review.
 - c) Once a review is complete, it is sent to the next Department. Below is the rotation for routing.
 1. Planning
 2. Fire
 3. Public Works
 4. Utilities
 5. Planning
 - 4) Planning Department compiles department's comments and sends unified comment letter to developer's surveyor or engineer.
 - 5) Developer's surveyor or engineer resubmits updated document.
 - 6) Plans are rerouted beginning with Step 3 for another review.
 - a) Approved – Plat and Site Development Plan precedes to Step 7.
 - b) Not Approved – Comments are sent back to Planning Department and Steps 3 – 5 repeated until approved.
 - 7) Approval letter is sent to developer and developer's surveyor or engineer.
 - a) Plat is signed and ready for pickup.
 1. Digital recorded plat must be returned the Planning Department prior to receiving permits.
 - b) Site Development Plan is stamped approved and ready for pickup.
 1. Approved site development plan required on site.
 - 8) Staff Notifications
 - a) Building Inspection, Stormwater, and Business Office notified that plat has been recorded and taps and permits can be issued.
 - b) Building Inspection, Stormwater, and Utilities notified that site development plan is approved and taps and permits can be issued.
3. The Major Planning Review process is as follows:
- 1) Application is submitted.
 - 2) Application is reviewed for completeness.
 - a) Digital copy of plat or site development plan requested, if necessary.
 - b) Application is scanned.
 - 3) Planning Department assembles Planning Commission Review Packet.

- 4) Plat or Site Development Plan is distributed to each Department that is required to review the project. Departments will receive the submittals the Thursday following the previous months Planning Commission.
 - a) Each Department has ten (10) business days to review items.
 - b) Comments are due back to the Planning Department the 2nd Wednesday after receiving the Planning Commission packet.
 - c) Comments are emailed to Planning Department.
- 5) Planning Department compiles department's comments and sends unified comment letter to developer's surveyor or engineer.
- 6) Developer's surveyor or engineer resubmits updated document.
- 7) Plats and Site Development Plan are redistributed to Staff for review prior to Planning Commission.
- 8) Final comments are made at the Planning Commission, if needed.
- 9) Planning Commission takes action:
 - a) Approves.
 - b) Approves with conditions.
 - c) Denies.
- 10) Planning Commission approval letter is sent to developer and developer's surveyor or engineer.
 - a) PC Approval.
 1. Plat is signed and ready for pickup with receipt of required bonds, if any.
 - a. Digital recorded plat must be returned the Planning Department prior to receiving permits.
 2. Site Development Plan is stamped approved and ready for pickup with receipt of required bonds, if any.
 - a. Approved site development plan required on site.
 - b) PC Approval with conditions.
 1. Approval letter sent with conditions that must be met prior to final approval.
 2. Final approval routing will follow "Minor Planning Reviews" Steps 3 – 5 until approved.
 - c) Denial letter issued with reason why Plat or Site Development Plan was denied by Planning Commission.

RESUBMITTAL REQUIREMENTS

1. Resubmittals shall be submitted through the City of Portland IDT Plans Review Portal.
2. Resubmittals are subject to the completeness review outlined in this document.

GETTING ON THE PLANNING COMMISSION AGENDA

1. Staff will complete a review of all documents upon submittal for completeness.
2. The applicants will be notified via email with two days of submittal that the submittal was incomplete.
3. Plans that do not meet the minimum standards for completeness will be returned to the applicant.
4. A follow-up pre-application conference will be held to discuss deficiencies.

AFTER PLANNING COMMISSION

1. Planning Staff will issue a Planning Commission decision letter within a week of the Planning Commission decision. That could be a:
 - a. Approval Letter without conditions.
 - b. Approval Letter with conditions that need to be prior to final Staff Approval.
 - c. Deferral Letter with Planning Commission's expectations of what needs to be addressed.
 - d. Denial Letter with the stated reason for denial.
2. Upon receiving final approval, Planning Commission and if needed City Staff, Planning Staff shall issue a final approval letter to the Developer, Developer's Representative, Building Code Department, and Business Office to inform them that all conditions have been met and building permits may be issued. Said letter will also include the expiration date for the project approval.

POST PLANNING COMMISSION RESUBMITTAL

1. If Planning Commission approves a project with any conditions a resubmittal is required after the Planning Commission meeting.
2. The resubmittal will need to include a complete set of drawings (site development plan, construction, stormwater, utilities, elevations, photometrics) submitted in one combined document. Individual pages will not be accepted and will delay the review process.
3. Plans must be resubmitted through the City of Portland IDT Plans Review Portal.
4. Hard copies will then be routed to City and Utility Staff for review and approval.
5. Upon the City Planner receiving final approval for City and Utility Staff site development plans will be stamped and signed approved according to the Zoning Ordinance.
6. Post Planning Commission Resubmittals are subject to the completeness review outlined in this document.
7. Post Planning Commission Resubmittals shall follow the Minor Planning Review process.

LETTERS TO STATE OR FEDERAL AGENCIES

City Staff shall only provide the Developer or Developer's Representative with a letter in support of or approving a project's access, sewer, water, et cetera upon Planning Commission issuing an approval for the project. In no instance shall City Staff issue a letter in support of project prior to Planning Commission approval.

PLANNING COMMISSION'S GOAL

It is the goal of the Portland Municipal-Regional Planning Commission that by adopting this Submittal and Review Policy that "Planning Commission Approval" also means a permit-ready site development plan or a signature ready final plat. While it will not always be possible to meet this, it is the ultimate goal of Planning Commission.

Annexation and Plan of Service

Contact
Planning
Department

Submit
Application

Planning
Commission
Recommendation

City Council
Decision

Step 1

Contact the Portland Planning Department to discuss your proposed annexation

This step will help clarify any questions and will allow all parties to assess the feasibility of the annexation.

Step 2

Submit the Annexation Application and Pay Application Fee

Applications must be submitted in accordance with the Planning Commission calendar. Supplemental Documents to be submitted with the application include but are not limited to:

- a) Legal Description of Property
- b) Copy of Recorded Deed
- c) 8 ½" x 11" map with property highlighted
- d) If applicant is not the property owner Agent Authorization form or letter of consent from owner

Step 3

Planning Commission Recommendation

The requested Annexation and Plan of Service will be presented to the Portland Planning Commission at the next scheduled meeting. The applicant may choose to speak in support of the project. Planning Commission may then choose to defer the submission or recommend to City Council either approval, approval with conditions, or denial.

Step 4

City Council Public Hearing, and Decision

Following the Planning Commission meeting the Annexation and Plan of Service request is then brought before the City Council along with the recommendation from the Planning Commission. The City Council will hold a Public Hearing and vote to either approve or deny the request.

Notes

Portland Planning Department:

Contact: (615)325-6776 ext. 235 or 227

Annexation Application:

<https://cityofportlandtn.gov/documents/annexation-application/>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Appeal of Administrative Decision

Contact
Planning
Department

Submit
Application

Board of
Zoning
Appeals

Step 1

Contact the Planning Department to discuss the proper procedure for submitting an appeal.

Contact the Planning Department to express your interest in requesting an appeal, the planning staff will be able to help outline the process and inform you of the information necessary to be submitted with the appeal.

Appeal of Zoning Ordinance decision are made to the Board of Zoning Appeals.

Step 2

Submit Application and Pay Fee

Submit Board of Zoning Appeals Application in accordance with the approved Board of Zoning Appeals calendar.

Supplemental documents may include but are not limited to:

- Copy of recorded deed of property
- Site plan that shows the extent of the request
- Agent authorization form if applicant is not the property owner.
- Names and addresses of all adjoining property owners.

Step 3

Appeal is heard by the Board of Zoning Appeals and a decision is made.

The requested appeal will be presented to the Portland Board of Zoning Appeals at the next scheduled meeting. The applicant may choose to speak in support of the appeal. Planning Commission or the Board of Zoning Appeals may then choose to defer the submission or approve, approve with conditions, or deny.

Notes

Portland Planning Department
Contact: (615)325-6776 ext. 235

Board of Zoning Appeals Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Board-of-Zoning-Appeals-Application.pdf>

Board of Zoning Appeals Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Special Exception from Subdivision Regulations

Contact
Planning
Department

Submit
Application

Planning
Commission
or BZA

Step 1

Contact the Planning Department to discuss the proper procedure for submitting an appeal.

- Appeal of Subdivision Regulations are made to the Planning Commission.
- Appeal of Zoning Ordinance decision are made to the Board of Zoning Appeals.

Step 2

Submit Application and Pay Fee

- Submit application in accordance with the published Planning Commission calendar and pay fee.
- Supplemental documents may include but are not limited to:
 - Copy of recorded deed of property
 - Site plan that shows the extent of the request
 - Agent authorization form if applicant is not the property owner.
 - Names and addresses of all adjoining property owners.

Step 3

Appeal is heard by Planning Commission and a decision is made.

The requested appeal will be presented to the Portland Planning at the next scheduled meeting. The applicant may choose to speak in support of the appeal. Planning Commission or the Board of Zoning Appeals may then choose to defer the submission or approve, approve with conditions, or deny.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235

Planning Commission Application:

<https://cityofportlandtn.gov/documents/special-exemption-from-the-subdivision-regulations/PlanningCommission>

Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Special Exception from Design Standards

Contact
Planning
Department

Submit
Application

Planning
Commission
or BZA

Step 1

Contact the Planning Department to discuss the proper procedure for submitting an appeal.

- Appeal of the Design Standards are made to the Planning Commission.
- Appeal of Zoning Ordinance decision are made to the Board of Zoning Appeals.

Step 2

Submit Application and Pay Fee Prior to Deadline

- Submit application in accordance with the published Planning Commission calendar and pay fee.
- Supplemental documents may include but are not limited to:
 - Copy of recorded deed of property
 - Site plan that shows the extent of the request
 - Agent authorization form if applicant is not the property owner.
 - Names and addresses of all adjoining property owners.

Step 3

Appeal is heard by Planning Commission and a decision is made.

The requested appeal will be presented to the Portland Planning at the next scheduled meeting. The applicant may choose to speak in support of the appeal. Planning Commission or the Board of Zoning Appeals may then choose to defer the submission or approve, approve with conditions, or deny.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Planning Commission Application:

<https://cityofportlandtn.gov/documents/special-exemption-from-the-subdivision-regulations/PlanningCommission>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Building Permit

Contact Building
and Codes
Department

Submit
Application

Pay Fee

Pass Inspection

Issuance of
Certificate of
Occupancy

Step 1

Contact Building and Codes Department to discuss necessary permits and inspection schedule

Deferent building permits are required for residential and commercial buildings.

Other permits may also be required depending on the proposed improvements.

Step 2

Submit permit application

Other permit applications may be required depending on the proposed improvements.

Step 3

Pay building fee

Separate fees are required for residential and commercial construction

Step 4

Schedule Inspection(s)

Following construction of approved building, call the Building and Codes Inspection hotline to schedule your inspection.

Step 5

Issuance of Certificate of Occupancy

Once the final inspection has been passed the Building and Codes Department will issue a Certificate of Occupancy allowing the property owner to begin normal operations out of the building.

Notes

Portland Building and Codes Department

Contact: (615)325-6776 ext. 230

Residential Building Permit Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/04/Residential-Buidling-Permit-Application.pdf>

Commercial Building Permit Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/04/Commercial-Buidling-Permit-Application.pdf>

Inspection hotline:

Contact: 615-805-3080

Certificate of Appropriateness

Contact
Planning
Department

Submit
Application

Historic
Preservation
Commission
Hearing

Historic
Preservation
Commission
Decision

Issuance of
Certificate of
Appropriateness

Step 1

Contact the Planning Department to discuss necessary requirements

This step will allow both parties to outline their plans and address any potential challenges.

Step 2

Submit Application and Pay Fees

Submittal requirements may include but are not limited to drawings including the architectural design of the existing building, a written statement on the historical significance of the resource, the materials composing the resource, the size of the resource, and the relationship of the resource to its surroundings.

Step 3

Historic Preservation Commission will hold a Public Hearing

The Portland Historic Preservation Commission will at the next scheduled meeting hold a Hearing, at this hearing the applicant may present any evidence to support the application.

Step 4

Historic Preservation Commission Decision

Either at the Hearing or within fifteen (15) days after the hearing the Commission may approve, approve with conditions, deny or defer the request.

Step 5

Issuance of a Certificate of Appropriateness

Following approval by the Portland Historic Preservation Commission a Certificate of Appropriateness will be issued to the applicant. The Certificate of Appropriateness does not relieve the applicant of applying for building permits, special use permits, variances, or other authorization from compliance with any other requirement or provision. Certificates of Appropriateness expire after 6 months if construction has not begun and 18 months after its issuance.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Certificate of Appropriateness
Application:

Link Coming Soon!

Conditional Use

Contact
Planning
Department

Submit
Application

Board of Zoning
Appeals Public
Hearing and
Decision

Issuance of
Conditional Use
Permit

Step 1

Contact the Portland Planning Department

This step alerts the Zoning Administrator to your intentions and allows discussion of the feasibility of the conditional use. Special provisions may be found in Article XIV Chapter 5 of the Zoning Ordinance.

Step 2

Submit Application and Pay Fees

Submit application in accordance with the published Planning Commission calendar and pay application fee.

Supplemental documents may include but are not limited to:

- Site plan showing the extent of the proposed use.
- Copy of recorded deed and plat.
- Agent Authorization form if property owner is not the applicant.
- Names of addresses of all adjoining property owners.
- Other information as requested.

Step 3

Board of Zoning Appeals Public Hearing and Decision

Within sixty (60) days after filing the application a Board of Zoning Appeals Public Hearing will be held and the Board will either approve, approve with conditions, deny, or defer the request.

Step 4

Issuance of the Conditional Use Permit

Following the approval of the conditional use request by the Board of Zoning Appeals a conditional use permit will be issued to the applicant. A conditional use permit does not exempt the applicant from any other applicable permit.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Board of Zoning Appeals Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Board-of-Zoning-Appeals-Application.pdf>

Board of Zoning Appeals Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Development Agreement

Contact
Planning
Department

Submit
Application

City Council
Approval

Post
Reclamation
Letter of Credit

Step 1

Contact the Portland Planning Department

This step will allow both parties to outline their plans and address any potential challenges.

Step 2

Submit Development Agreement for Review

A completed Development Agreement shall have been prepared and executed prior to initiation of any land development activity within any major subdivision to which these regulations are applicable. A draft development agreement shall be prepared following approval of the Construction Plans. The draft agreement shall reference the design incorporated within the approved Construction Plans and shall be sufficient in form to assure that proposed construction methods and materials meet or exceed minimum established standards. The draft development agreement and an estimate of the amount of surety (as prepared by the Enforcing Officer) shall be sent to the applicant for approval.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Development Agreement Application:

Link Coming Soon!

Step 3

Approval by City Council

The Development Agreement must be executed before any building permit or certificate of occupancy can be issued. A standard Development Agreement may be approved without City Council approval if no City funds are being committed to the project. In the event that City Funds are committed, the Development Agreement will be required to be approved by Resolution or Ordinance by the City Council depending on the amount of funds committed.

Step 4

Post Reclamation Letter of Credit

Following approval by City Council a Reclamation letter of credit is required to be submitted at an amount sufficient to cover the cost to the City to stabilize the property in the event that the developer is unable to.

Development activity may begin upon acceptance of the development agreement by the applicant and acceptance of the required surety by the City Council.

Floodplain/Floodway Development Permit

Contact the
Planning
Department

Submit
Application

Issuance of
Permit

Step 1

Contact the Planning Department

This step will allow both parties to outline their plans and address any potential challenges. Within all floodplain districts a Floodplain/Floodway Development Permit is required prior to the instillation of any man-made change to improved or unimproved real estate including but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, or drilling operations

Step 2

Submit Application and Pay Applicable Fees

Submit a Floodplain/Floodway Development Permit and pay the application fee. Sufficient information shall be required to be submitted with the application to comply with the Federal Code of Regulations Title 44 Chapter 60.3, as well as:

- The Base Flood Elevation
- Actual first floor elevation
- Elevation Certificate (survey certification)
- Engineering Certification and supporting data
- Floodproofing certification information

Step 3

Issuance of Permit

Once the required information has been reviewed and found to be in compliance with regulations the Floodplain/Floodway Development Permit will be issued. A Floodplain/Floodway permit does not exempt the applicant from any other applicable permit.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Floodplain/Floodway Development
Permit:

Link Coming Soon!

Historic District Nomination

Step 1

Contact the Portland Planning Department

Contact the Planning Department to express your interest in nominating an area as a historic district, the planning staff will be able to help outline the process and inform you of the information necessary to be submitted with the nomination.

Step 2

Nominate District

A property or properties may be nominated for historic district designation by three (3) members of the Historic Preservation Commission or by an organization interested in historic preservation, or the owner of a property being nominated.

Step 3

Staff conducts study of Historic Resource

Staff will conduct a study of the nominated resource to determine the history and cultural worth of the resource.

Step 4

Historic Preservation Commission (HPC) Public Hearing and Recommendation

Within six (6) months the HPC will hold a public hearing and vote to send the nomination to City Council, if no decision is made the nomination is sent to Planning Commission. At the Public Hearing the applicant(s) is welcome to present evidence in support of the nomination.

Step 5

Planning Commission Public Hearing and Recommendation

Planning Commission will hold a Public Hearing and vote to either recommend approval or denial of the nomination to City Council.

Step 6

City Council Public Hearing

The City Council after notice will hold a Public Hearing regarding the nomination. The applicant may present evidence in favor of the nomination at this meeting and the public may ask questions and speak on the issue.

Notes

Portland Planning Department
 Contact: (615)325-6776 ext. 235 or 227
 Historic District Request Application:
 Link Coming Soon!

Contact
Planning
Department

Nominate
District

Conduct
Study of
Resource

HPC
Hearing
and Rec.

PC Hearing
and Rec.

CC Public
Hearing

CC Decision

Step 7

City Council Action

Within sixty (60) calendar days after the public hearing the City Council shall consider the adoption of the ordinance with such modifications as may be necessary.

Historic Landmark Designation

Step 1

Contact the Portland Planning Department

Contact the Planning Department to express your interest in nominating a resource as a historic landmark, the planning staff will be able to help outline the process and inform you of the information necessary to be submitted with the nomination

Contact
Planning
Department

Step 2

Resource nominated

A resource or resources may be nominated for landmark designation by three (3) member of the Historic Preservation Commission or by an organization interested in historic preservation, or the owner of a property being nominated.

Resource
Nominate

Step 3

Staff conducts study of historic resource

Staff will conduct a study of the nominated resource to determine the history and cultural worth of the resource.

Conduct
Study of
Resource

Step 4

Historic Preservation Commission (HPC) Public Hearing and Recommendation

Within six months the HPC must vote to send the nomination to City Council, if no decision is made the nomination is sent to Planning Commission.

Notes

Portland Planning Department
Contact: (615)325-6776 ext. 235 or 227
Historic Landmark Designation
Application
Link Coming Soon!

HPC Hearing
and Rec.

Step 5

Planning Commission Public Hearing and Recommendation

Planning Commission will hold a Public Hearing and vote to either recommend approval or denial of the nomination to City Council.

PC Hearing
and Rec.

Step 6

City Council Public Hearing

The City Council after notice will hold a Public Hearing regarding the nomination, the applicant may present evidence in favor of the nomination at this meeting and the public may ask questions and speak on the issue.

CC Public
Hearing

Step 7

City Council Action

Within sixty (60) calendar days after the public hearing the City shall consider the adoption of the ordinance with such modifications as may be necessary.

CC Action

Land Disturbance Permit

Contact the
Stormwater
Department

Submit
Application

Install Erosion
Control and
Inspection

Issuance of
Permit

Step 1

Contact the Portland Stormwater Department

This will help determine if a Land Disturbance Permit is required. In general, a Land Disturbance permit is required when:

- The project will disturb 10,000sq.ft. of land.
- When deemed necessary by the City.

Step 2

Submit a Land Disturbance Permit Application

Other necessary documents to be submitted with the permit application include but are not limited to:

- A Storm Water Pollution Prevention Plan (SWIPP)
- A Notice of Intent (NOI)
- A TDEC Notice of Coverage (NOC).
- An Erosion Prevention and Sediment Control Plan (EP&SC).
- A Long Term Maintenance Plan.
- A Maintenance Agreement Recorded on Property Deed.
- Tennessee issues Construction General Permit (for projects that disturb over 1 acre of land)

Notes

Portland Stormwater Department

Contact: (615)325-6776 ext. 500

Land Disturbance Permit Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/03/LAND-DISTURBANCE-PERMIT-Commercial-Industrial2019.pdf>

Step 3

Site Inspection and installation of erosion control mechanisms

Before permit is issued erosion control mechanism must be installed and inspected to ensure erosion control measures are sufficient to contain proposed land disturbance.

Step 3

Issuance of the Land Disturbance Permit

Once issued, the permit is valid for one (1) year. Grading work must begin within sixty (60) days or the permit will be void. Erosion control devices must be in place prior to any grading, clearing, and/or construction activity.

Planning Study Amendment

Contact the
Planning
Department

Submit Letter

Staff Review

Planning
Commission
Reccommendation

City Council First
Reading and Public
Hearing

City Council
Second Reading
and Action

Step 1

Contact the Portland Planning Department

This step will alert the Planning Staff to the intention to submit a letter requesting a study amendment.

Step 2

Submit Letter

Submit a letter addressed to the Planning Commission detailing the requested amendment and outlining the reasoning and intention of the request.

Step 3

Staff Review

The Planning Staff will review the request for compliance with the intent of the Planning Study and other City Ordinances and draft a recommendation to be presented to the Planning Commission.

Step 4

Planning Commission Public Hearing and Recommendation

After the required advertisement period of thirty (30) days the amendment request will be presented to the Portland Planning Commission at the next scheduled meeting. The applicant may choose to speak in support of the amendment. Planning Commission may then choose to defer the submission or recommend to City Council either approval, approval with conditions, or denial of the request.

Step 5

City Council First Reading and Action

The amendment request as well as the Planning Commission Recommendation will be presented to City Council for the first time. The applicant may choose to speak during the public comment portion of the meeting. City Council will vote to defer, approve, approve with conditions or deny the request.

Step 6

City Council Second Reading, Public Hearing, and Action

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

North Gateway Corridor Study:

<https://cityofportlandtn.gov/departments/planning/north-gateway-corridor-planning-study/>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

City Council Calendar:

The Portland City Council meets the first and third Monday of every month.

The amendment request as well as the Planning Commission Recommendation will be presented to City Council for the second time. Concurrently a Public Hearing will be held to allow discussion of the request. After review of the request the Council will vote to either approve, approve with conditions, or deny the amendment.

Planned Unit Development

Preapp.
Conference

Submit
Preliminary
Master Plan

Planning
Commission
Action

City Council
First Reading

City Council
Second
Reading

Submit Final
Master Plan

Planning
Commission
Action

Step 1

Contact the Portland Planning Department to schedule a preapplication conference

In this meeting the developer will outline their initial plans and discuss any possible challenges or requirements with City Staff.

Step 2

Submit a Preliminary Master Development Plan

Details regarding the required information to be submitted with the preliminary master development plan can be found in Section 12-203.2 of the Zoning Ordinance and should in general include enough information to easily determine the layout of all parcels, transportation routes, building, and the routing of utilities within the development.

Step 3

Planning Commission Action

The Preliminary Master Development Plan will be presented to the Portland Planning Commission at the next scheduled meeting. The applicant may choose to speak in support of the project. Planning Commission may then choose to defer the submission or recommend to City Council either approval, approval with conditions, or denial.

Step 4

City Council First Reading and Action

The Preliminary Master Development Plan will then be presented to the Mayor and Board of Aldermen also known as City Council for the first time at the next scheduled meeting. The Planning Commission recommendation will also be presented. The City Council may then vote to defer, approve, approve with conditions, or deny the request.

Step 5

City Council Second Reading Public Hearing and Action

The Preliminary Master Development Plan will then be presented to the Mayor and Board of Aldermen also known as City Council for the second time at the next scheduled meeting. The Planning Commission recommendation will also be presented. Concurrently a Public Hearing will be held to allow any interested

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Planned Unit Development
Application:

Link Coming Soon!

party to speak or ask questions regarding the project. The City Council may then vote to defer, approve, approve with conditions, or deny the request.

Step 6

Submit the Final Master Development Plan

Following approval by the City Council the applicant is then free to submit the Final Master Development Plan. Details regarding the requirements for the Final Master Development Plan are outlined in Section 12-204.3 of the Zoning Ordinance.

Step 7

Planning Commission Action on the Final Master Development Plan

The Final Master Development Plan will then be presented to Planning Commission which will inspect it for compliance with the Preliminary Master Development Plan as well as overall quality and compliance with City Regulations. Planning Commission will then vote to either defer, approve, approve with conditions, or deny.

Following Planning Commission Approval of the Final Master Development Plan construction of the planned unit development must begin within three (3) years

Plot Plan

Preapplication
Conference

Submit Plot
Plan

Staff Review

Re-Submit Plot
Plan

Staff Action

Step 1

Contact the Planning Department

This step will allow both parties to outline their plans and address any potential challenges or any special circumstances.

Step 2

Submit Plot Plan

Submit the plot plan to the Portland Planning Department for technical review. In general plot plans may include but are not limited to:

- The actual shape, location, and boundary calls of the lot.
- The shape, size, and location of buildings and exterior mechanical equipment (HVAC) being built on the lot.
- Topography
- Building setbacks
- The highest adjacent grade (HAG) of the lot
- The base crawl space elevation (BCSE)
- Extent of the applicable floodplain/floodway

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Plot Plan Application:

Link Coming Soon!

Step 3

Staff Review

The plot plan will be reviewed by the necessary staff for completeness and compliance with regulations. Comments are sent back to the developer to be addressed in the next submittal.

Step 4

Re-Submit Plot Plan

Re-submit the plot plan with all the staff comments addressed.

Step 3

Staff Action

Staff will review the final submittal for completeness and compliance with regulations. If plot plan is found to meet all requirements a letter of approval will be issued by the Planning Department and is valid for 1-year. Following approval, the applicant may begin to apply for any necessary building or development permits.

Rezoning

Contact the
Planning
Department

Submit
Application

Planning
Commission
Action

City Council First
Reading and
Action

City Council
Second Reading
and Public
Hearing

Zoning Map
Amendment

Step 1

Contact the Planning Department

This step will alert the Planning Department to the intention of the applicant and allows the Planning Staff to outline any potential challenges.

Step 2

Submit Application and Pay Fees Prior to Deadline

Submit the Rezoning Application to the Planning Department.

Other supplemental information to be submitted with the Application includes but is not limited to:

- Completed Agent Authorization Form.
- Legal description of Property being Rezoned.
- Copy of recorded deed.
- Map with the subject property highlighted.
- Tax Map and Parcel number information for subject parcel.
- Total acreage of Parcel.
- Current and requested zoning of subject property.

Step 3

Planning Commission Action

The rezoning request will be brought before the Planning Commission at the next scheduled meeting. The Planning Commission meets the second Tuesday of every month. The applicant may choose to speak in support of the rezoning at the meeting. Planning Commission may then choose to defer the submission or recommend to City Council to either approve or deny the request.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Rezoning Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Rezoning-Application.pdf>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

The City Council meets the first and third Monday of every week.

Step 4

City Council First Reading and Action

Following the Planning Commission meeting the rezoning request is then brought before the City Council for the first time along with the recommendation from the Planning Commission for the first reading. The City Council will then vote to either approve or deny the request.

Step 5

City Council Second Reading, Public Hearing, and Action

The rezoning request will then be presented to the Mayor and Board of Aldermen also known as City Council for the second time at the next scheduled meeting. The Planning Commission recommendation will also be presented. Concurrently a Public Hearing will be held to allow any interested party to speak or ask questions regarding the request. The City Council may then vote to defer, approve, or deny the request.

Step 6

Zoning Map Amendment

In the event that the City Council votes to approve the rezoning request the Zoning Map will be amended to include the change.

Right-of-Way Abandonment

Contact the
Planning
Department

Submit
Application

Planning
Commission
Recommendation

City Council First
Reading

City Council
Action

Recording of
Quitclaim Deed
and/or Plat

Step 1

Contact the Planning Department

This step will alert the Planning Department to the intention of the applicant and allow the Planning Staff to outline any potential challenges and procedures.

Step 2

Submit Application

Submit the Right-of-Way Abandonment Application. Other information required to be submitted with the application includes but is not limited to:

- A survey of the Right-of-Way to be abandoned
- A legal description of the Right-of-Way
- A map with the subject Right-of-Way highlighted
- Tax Map and Parcel number for subject parcel
- Total Acreage of Right-of-Way
- Letter from each property owner with an interest in the Right-of-Way consenting to abandonment

Step 3

Planning Commission Recommendation

The Right-of-Way abandonment request is then presented to the Planning Commission. The applicant may speak in support of the application at this meeting. After hearing all the evidence, the Planning Commission will then vote to either defer, or recommend to City Council to approve, or deny the request.

Step 4

City Council First Reading and Action

Following the Planning Commission meeting the request will be presented to City Council with the recommendation from Planning Commission. The City Council will then vote to either approve or deny the request.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Right-of-Way Abandonment Application:

<https://cityofportlandtn.gov/documents/right-of-way-application/>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

City Council Calendar:

The Portland City Council meets the first and third Monday of every month.

Step 5**City Council Second Reading, Public Hearing, and Action**

Following the first City Council reading the request will be presented for the second time to the City Council with the recommendation from Planning Commission. A public hearing will be conducted concurrently with this meeting, where the applicant or any interested party may voice their opinions and ask questions. The City Council will then vote to either approve or deny the request.

Step 6**Recording of Quitclaim Deed and/or Plat**

At the applicant's expense the City will then record the Quitclaim Deed and the plat with the County Register of Deeds, officially deeding the Right-of-Way to the applicant and combining the abandoned Right-of-Way with the adjacent property. A plat is not required but is highly recommended and at the cost of the Applicant and subject to the subdivision process and fees. A plat will have to be recorded prior to any development on the site.

Sign Permit

Submit
Application
and Drawings

Application
Reviewed by
Staff

Pay Fee

Issuance of
Permit

Step 1

Submit Sign Permit Application and Drawings

A Sign Permit Application must be submitted for any sign marked with an “S” in Table 4-207-A of the Zoning Ordinance, including temporary signs.

Step 2

Application and Supplemental Drawings reviewed by Planning Staff

Applications will require information including but not limited to:

- Road frontage footage.
- Square footage of the primary building (first floor only).
- Wall area (for wall signs)
- Window dimensions (for window and wall signs)
- Location and dimensions of all other existing signs on the property.
- Mockup of proposed sign with dimensions and location on property or building indicated.

Step 3

Pay Fee

Fees are applied to each individual sign based on size and type of sign. If sign is installed prior to approval of a sign permit, all fees are doubled.

Step 4

Issuance of Permit

Once the application has been reviewed and approved applicant will be informed that the permit and invoice are available at the business office. All fees must be paid before the permit will be released.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Sign Permit Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/03/LAND-DISTURBANCE-PERMIT-Commercial-Industrial2019.pdf>

Sign Regulation Amendment

Contact the
Planning
Department

Submit Letter

Planning
Commission
Recommendation

City Council First
Reading

City Council
Second Reading
and Public Hearing

Amendment
Implemented

Step 1

Contact the Planning Department

This step will alert the Planning Department to the intention of the applicant and allow staff to outline the amendment process.

The Portland Sign Regulations are a section of the Zoning Ordinance and therefore follow the same amendment process as a Zoning Ordinance Amendment.

Step 2

Submit Letter

Submit letter to the Zoning Administrator outlining the proposed amendment. The Letter must include reference to the section containing the proposed amendment as well as an explanation of the reasoning for the amendment.

Step 3

Planning Commission Recommendation

At the next scheduled meeting the Planning Commission will review and vote to either defer, approve or deny the application. The Planning Commission recommendation will be based on the criteria laid out in Article XIV Chapter 6 Section 14-605 of the Zoning Ordinance.

Step 4

City Council First Reading and Action

After sufficient notice the proposed amendment will be presented to City Council for the first time. The City Council will then vote to either defer, approve or deny the proposed amendment.

Step 5

City Council Second Reading, Public Hearing, and Action

Following the first City Council reading the request will be presented for the second time to the City Council with the recommendation from Planning Commission. A public hearing will be conducted concurrently with this meeting, where the applicant or any interested party may voice their opinions and ask questions. The City Council will then vote to either approve, approve with conditions, or deny the request.

Step 6

Amendment Implemented

Once the amendment is approved the Zoning Administrator will implement the amendment.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

City Council Calendar:

The Portland City Council meets the first and third Monday of every month.

Major Site Development Plan

Step 1

Preapplication Meeting

Before beginning your project call the Portland Planning Department to Schedule a preapplication meeting, in this meeting all relevant city staff will meet with the applicant to discuss the proposed project and outline any particular challenges or special regulations that would be involved.

Step 2

Submit Site Development Plan

Submit the initial Site Development plan to the Planning Department including all the elements listed on the Site Development Plan Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Site Development Plan Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist
- A Landscaping Plan
- A Photometric Plan

Step 3

Staff Review

Staff will review the submitted plan for completeness and adherence to the regulations outlined in the Zoning Ordinance. Comments will be returned to the developer's engineer and developer to be addressed in the next revision.

Step 4

Re-Submit the Site Development Plan with staff comments addressed

Resubmitted Site Development Plans should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 5

Planning Commission Action

The site development plan will be presented to Planning Commission at the next scheduled Portland Planning Commission meeting. Planning Commission

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Major Site Development Application:

<https://cityofportlandtn.gov/wp-content/uploads/2020/04/Site-Development-Plan-Application.pdf>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Preapplication Meeting

Submit Site Development Plan

Staff Review

Re-Submit Site Development Plan

Planning Commission Action

Re-Submit Site Plan

Submit Site Development Agreement

meetings are held on the second Tuesday of every Month. The applicant is welcome to speak and present evidence in support of the project at this meeting. Planning Commission will then vote to either defer, approve, approve with conditions, or deny the application. Once approved a Site Development Plan is valid for 3 years. If construction has not begun within that time period the approval expires and an updated Site Development Plan must be submitted. Once construction has begun the approval is extended an additional 2 years.

Step 6

Re-Submit Site Development Plan with Staff Comments Addressed

If required by an approval with conditions the Final Site Development Plan must be submitted with all conditions addressed.

Step 7

Submit a Site Development Agreement

Following approval by Planning Commission a Site Development Agreement can then be submitted to the Planning Department.

Step 8

Submit a Letter of Credit to the Planning Department

Before any permits may be issued a Letter of Credit for an amount set by the Zoning Administrator plus 15%. Details on Site Surety Requirements can be found in Article XIV Chapter 2 Section 13-204 of the Zoning Ordinance. The surety amount will be refunded to the developer following the issuance of a permanent use and occupancy permit.

Step 9

Issuance of Approval Letter

Following complete signing of the Development Agreement and submittal of a letter of credit and a Final Site Development plan with all conditional comments addressed, an approval letter will be issued.

Step 10

Apply for building permits

Once a Letter of Approval has been issued to allow the developer to begin the application process for building and development permits as outlined on page 23.

Minor Site Development Plan

Preapplication
Conference

Submit Site
Development
Plan

Staff Review

Re-Submit Site
Development
Plan

Staff Approval

Step 1

Preapplication Conference

Before beginning your project call the Portland Planning Department to Schedule a preapplication meeting, in this meeting all relevant city staff will meet with the applicant to discuss the proposed project and outline any particular challenges or special regulations that would be involved.

A project is considered a Minor Site Development Plan when one of the following conditions applies:

- a) Existing site with a change of occupancy or use
- b) A new buildings up to 5,000sq.ft.
- c) An addition up to 5,000sq.ft. that does not exceed the lot requirements and lot coverage regulations.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Minor Site Development Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Minor-Site-Plan-Application.pdf>

Step 2

Submit Minor Site Development Plan

Submit the initial Site Development plan to the Planning Department including all the elements listed on the Minor Site Development Plan Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Site Development Plan Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist
- A Landscaping Plan (as applicable)
- A Photometric Plan (as applicable)

Step 3

Staff Review

Staff will review the submitted plan for completeness and adherence to the regulations outlined in the Zoning Ordinance. Comments will be returned to the developer to be addressed in the next revision.

Step 4**Re-Submit the Site Development Plan with staff comments addressed**

Resubmitted Site Development Plans should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 5**Staff Approval**

Once Staff is satisfied that the Site Development Plan is a quality development that meets all City requirements, the Planning Department will issue a Letter of Approval.

Step 6**Issuance of Building Permits**

Following Staff approval, the Building and Codes Department may begin to issue Building Permits to begin construction. Once approved a Site Development Plan is valid for 3 years. If construction has not begun within that time period the approval expires and an updated Site Development Plan must be submitted. Once construction has begun the approval is extended an additional 2 years.

Site Development Plan Amendment

Contact the
Planning
Department

Submit Site
Development
Plan

Staff Review

Re-Submit Site
Development
Plan

Staff Approval

Issuance of
Building
Permits

Step 1

Contact the Portland Planning Department

This step will alert the Planning Department to the intention of the applicant and allow the Planning Staff to outline any potential challenges and procedures.

The Zoning Administrator and appropriate City Staff may review and approve an amendment to a site development plan as a Site Development Plan Amendment if the following criteria is met:

1. On-site traffic pattern is not changed
2. No impervious surface is added.
3. No buildings are moved and/or added.
4. No changes to the facade are made.
5. All changes comply with the requirements of the Zoning Ordinance and other applicable City Ordinances.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Minor Site Development Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Minor-Site-Plan-Application.pdf>

Step 2

Submit Site Development Plan Amendment

Submit the initial Site Development Plan Amendment to the Planning Department including all the elements listed on the Minor Site Development Plan Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Site Development Plan Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist
- A Landscaping Plan
- A Photometric Plan

Changes from the previously approved Site Development Plan should be highlighted.

Step 3

Staff Review

Staff will review the submitted plan for completeness and adherence to the regulations outlined in the Zoning Ordinance. Comments will be returned to the developer to be addressed in the next revision.

Step 4

Re-Submit the Site Development Plan with staff comments addressed

Resubmitted Site Development Plans should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 5

Staff Approval

Once Staff is satisfied that the Site Development Plan is a quality development that meets all City requirements, the Planning Department will issue a Letter of Approval. A limit of two Site Development Plan Amendments may be approved by staff, any additional amendments must be approved by Planning Commission.

Step 6

Issuance of Building Permits

Following approval of the amended plans the applicant may proceed to apply for any necessary building permits.

Major Subdivision- Concept Plan

Preapplication
Conference

Submit
Application and
Initial Concept
Plat

Staff Review

Re-Submit
Concept Plat

Planning
Commission
Action

Submit
Conditional
Concept Plat

Step 1

Preapplication Conference

Before beginning your project call the Portland Planning Department to Schedule a preapplication meeting, in this meeting all relevant city staff will meet with the applicant to discuss the proposed project and outline any particular challenges or special regulations that would be involved.

A Major subdivision is any subdivision greater than 2 lots or that requires utility extensions or construction of new Right-of-Way to the property.

Step 2

Submit Application and Initial Concept Plat

Submit the initial Concept Plat to the Planning Department including all the elements listed on the Concept Plat Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Concept Plan Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Major Concept Plat Application:

<https://cityofportlandtn.gov/wp-content/uploads/2020/04/Concept-Plat-Application-1.pdf>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Step 3

Staff Review

Staff will review the submitted plan for completeness and adherence to the regulations outlined in the Subdivision Regulations. Comments will be returned to the developer to be addressed in the next revision.

Step 4

Re-Submit Concept Plat

Resubmitted Concept Plats should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 5

Planning Commission Action

The Concept Plat will be presented to Planning Commission at the next scheduled Portland Planning Commission meeting. Planning Commission meetings are held on the second Tuesday of every Month. The applicant is welcome to speak and present evidence in support of the project at this meeting. Planning Commission will then vote to either defer, approve, approve with conditions, or deny the application. Once the Concept Plat is approved the developer may then proceed to the Preliminary Plat phase. Once approved a Concept Plat is valid for 1 year. If a Preliminary Plat has not been submitted within that time, the Concept Plat is considered expired and must be re-submitted before proceeding.

Step 6

Re-submit Concept Plat with conditional approval comments addressed

If required by an approval with conditions the Concept Plat must be submitted with all conditions addressed.

Subdivision- Construction Drawings

Preapplication
Conference

Submit
Construction
Drawings

Submit Draft
Development
Agreement

Staff Review

Re-Submit
Construction
Drawing

Staff Approval

Pre-
Construction
Conference

Step 1

Preapplication Conference

Before beginning your project call the Portland Planning Department to Schedule a preapplication meeting, in this meeting all relevant city staff will meet with the applicant to discuss the proposed project and outline any particular challenges or special regulations that would be involved. =

Step 2

Submit Construction Drawings

All Construction Plans shall be prepared and stamped by a Tennessee Licensed Engineer engaged in the practice of civil engineering. Construction plans are to be submitted for all major subdivisions. Construction plans shall be submitted concurrently with the Preliminary Plat, and shall be revised to conform to the Preliminary Plat as approved by the Planning Commission.

Step 3

Submit Development Agreement

Drafts of proposed development agreements prepared on forms provided by the City shall accompany all submittals of Construction Plans. The development agreements shall reference the design incorporated within the approved Construction Plans and shall be sufficient in form to assure that the methods and materials meet or exceed minimum standards established by the City. The development agreement shall be sufficient to assure construction of the following:

- 1) All off-site improvements required to serve the development.
- 2) All on-site improvements located within the section of the project contained within the Construction Plans, including improvements that are required to serve future portions of the development not contained within the plans.
- 3) All improvements required to serve the lots shown on the plan and are not constructed and offered for public acceptance prior to or concurrently with submittal of Final Plat Plans covering such lots.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Subdivision Construction Drawings
Application:

Link Coming Soon!

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Step 4

Staff Review

Staff will review the Construction Drawings along with the Preliminary Plat and provide comments to the developer.

Step 5

Re-Submit Construction Drawings

Constructions Drawings are to be re-submitted to the Planning Department with the revised Preliminary Plat. All staff comments must be addressed in the revised plans.

Step 6

Staff Approval

If staff finds construction drawings to be in compliance with regulations and deemed quality construction, staff will approve the Construction Plans.

Step 7

Pre-Construction Conference

The Planning Commission will consider no Final Plats for approval, and no land disturbance permits shall be issued, until the Enforcing Officer has approved a set of Construction Plans. Following required revisions and final staff approval of the Construction Plans, a Pre-Construction Conference shall be held between the Applicant and applicable Staff.

Major Subdivision – Preliminary Plat

Submit
Application and
Preliminary Plat

Staff Review

Re-Submit
Preliminary Plat

Planning
Commission
Action

Re-submit Plat
with Conditions

Submit
Development
Agreement and
LOC

Approval Letter
and Plat Signed

Step 1

Submit Application and Initial Preliminary Plat

Following approval of a Concept Plat an initial Preliminary Plat may be submitted to the Planning Department including all the elements listed on the Preliminary Plat Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Preliminary Plat Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist
- Construction plans as outlined on page 56

Step 2

Staff Review

Staff will review the submitted plat for completeness and adherence to the regulations outlined in the Subdivision Regulations. Comments will be returned to the developer to be addressed in the next revision

Step 3

Re-Submit Preliminary Plat

Resubmitted Preliminary Plats should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 4

Planning Commission Action

The Preliminary Plat will be presented to Planning Commission at the next scheduled Portland Planning Commission meeting. Planning Commission meetings are held on the second Tuesday of every Month. The applicant is welcome to speak and present evidence in support of the project at this meeting. Planning Commission will then vote to either defer, approve, approve with conditions, or deny the application. Once the Preliminary Plat is approved the developer may then proceed to the Final Plat phase. A Preliminary Plat is valid for 3 years following approval, if a Final Plat has not been submitted within that

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Major Preliminary Plat Application:

<https://cityofportlandtn.gov/wp-content/uploads/2020/04/Preliminary-Plat-Application-1.pdf>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

time the Preliminary Plat will expire and must be updated and resubmitted before proceeding.

Step 5

Re-submit Preliminary Plat with conditional approval comments addressed

If required by an approval with conditions the Preliminary Plat must be submitted with all conditions addressed.

Step 6

Submit Development Agreement and Reclamation Letter of Credit

Following approval by Planning Commission of the Preliminary Plat and Enforcing Officer approval of Construction Drawings (as outlined on page 56) a Development Agreement (as outlined on page 26) can then be submitted to the Planning Department as well as a Reclamation Letter of Credit (as outlined on page 60) which covers the cost to the City to stabilize the property in the event that the developer is unable to.

Step 7

Preliminary Plat Signed and Issuance of Approval Letter

Following complete signing of the Development Agreement and submittal of a letter of credit and a Preliminary Plat with all conditional comments addressed, an approval letter will be issued and the plat may be signed by all the necessary agencies, the Planning Secretary will be the last person to sign the plat.

Subdivision- Bond Approval

Development Agreement

Reclamation Bond

Construction

Performance Bond

Record Final Plat

Maintenance Bond

Option 1 (Construction prior of Final Plat Recording):

Step 1

Development Agreement

Before a Surety may be accepted a development agreement must be in place and shall be sufficient in form to assure that proposed construction methods and materials meet or exceed minimum established standards and an estimate of the amount of surety (as prepared by the Enforcing Officer) is set.

Step 2

Reclamation Bond

Any developer interested in beginning construction of required improvements prior to recording of the final plat must supply the City with a reclamation letter of credit sufficient to ensure that funds are available to stabilize a development site so as to prevent damage to public property or nearby private property in the event the developer does not complete the work. After a portion of the improvements are constructed the reclamation letter of credit may be exchanged for a performance bond.

Step 3

Construction

Once the Reclamation surety has been provided to the city and is deemed sufficient construction may begin on any improvements required under the various provisions of the Subdivision Regulations.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Subject to the standards and requirements of this Article and acceptance by the Planning Commission, the following types of sureties may be accepted for purposes of guaranteeing completion of improvements required by the regulations:

1. Irrevocable Standby Letter of Credit.
2. Cash Escrow

Surety Requirements and Example:

<https://cityofportlandtn.gov/documents/surety-requirements-and-example/>

Step 4

Performance Bond

Once construction has been partially constructed the Developer may choose to exchange the reclamation letter of credit for a performance letter of credit as a means of providing surety for improvements required under the various provisions of the Subdivision Regulations. The amount and form of such surety shall in all regards be sufficient to guarantee to the City Council, Utility Board, or other Governing Authority ultimately responsible for acceptance of the facilities satisfactory construction, installation, and dedication, free and clear of any encumbrances, of the incomplete portion of required improvements. Once construction of public improvements has been completed the performance surety will be released and replaced with a maintenance bond.

Step 5

Recording of Final Plat

Once a Development Agreement and Performance letter of credit have been posted and accepted by the City the Developer may record the Final Plat for the Subdivision.

Step 6

Maintenance Bond

Following the construction of all required improvements and the recording of the Final Plat the applicant shall be required to maintain all improvements for one (1) year after acceptance by the City Council, Utility Board, or Governing Authority. Additionally, the applicant shall be required to file a maintenance/warranty surety with the governing body prior to dedication. This surety is established for purposes of assuring the quality of the materials and construction of such facilities. Such sureties shall be in an amount considered adequate by the Enforcing Officer to assure satisfactory condition of the required improvements. In no event, will this surety be set below an amount equal to fifteen (15) percent of the estimated original cost of such improvements.

Development Agreement

Performance Bond

Record Final Plat

Construction

Maintenance Bond

Option 2 (Construction following recording of Final Plat):

Step 1

Development Agreement

Before a surety may be accepted a development agreement must be in place and shall be sufficient in form to assure that proposed construction methods and materials meet or exceed minimum established standards and an estimate of the amount of surety (as prepared by the Enforcing Officer) is set.

Step 2

Performance Bond

Any developer who would like to record the Final Plat prior to construction must supply the City with a performance bond as a means of providing surety for improvements required under the various provisions of the Subdivision Regulations. The amount and form of such surety shall in all regards be sufficient to guarantee to the City Council, Utility Board, or other Governing Authority ultimately responsible for acceptance of the facilities satisfactory construction, installation, and dedication, free and clear of any encumbrances, of the incomplete portion of required improvements. Once construction of public improvements has been completed the performance surety will be released and replaced with a maintenance letter of credit.

Step 3

Recording of Final Plat

Once a Development Agreement and Performance letter of credit have been posted and accepted by the City the Developer may record the Final Plat for the Subdivision.

Step 4

Construction

Following the recording of the Final Plat and posting of a Performance letter of credit construction may begin on any improvements required under the various provisions of the Subdivision Regulations.

Step 5

Maintenance Bond

Following the construction of all required improvements and the recording of the Final Plat the applicant shall be required to maintain all improvements for one (1) year after acceptance by the City Council, Utility Board, or Governing Authority. Additionally, the applicant shall be required to file a maintenance/warranty surety with the City Council, Utility Board, or Governing Authority prior to dedication. This surety is established for purposes of assuring the quality of the materials and construction of such facilities. Such sureties shall be in an amount considered adequate by the Enforcing Officer to assure satisfactory condition of the required improvements. In no event, will this surety be set below an amount equal to fifteen (15) percent of the estimated original cost of such improvements.

Major Subdivision- Final Plat

Submit Application and Final Plat

Staff Review

Re-Submit Final Plat

Planning Commission Action

Construct Improvements or Post Bond

Sign and Record Final Plat

Step 1

Submit Application and Initial Final Plat

Submit the initial Final Plat to the Planning Department including all the elements listed on the Final Plat Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Final Plat Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist

Step 2

Staff Review

Staff will review the submitted plat for completeness and adherence to the regulations outlined in the Subdivision Regulations. Comments will be returned to the developer to be addressed in the next revision

Step 3

Re-Submit Final Plat

Resubmitted Final Plats should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 4

Planning Commission Action

The Final Plat will be presented to Planning Commission at the next scheduled Portland Planning Commission meeting. Planning Commission meetings are held on the second Tuesday of every Month. The applicant is welcome to speak and present evidence in support of the project at this meeting. Planning Commission will then vote to either defer, approve, approve with conditions, or deny the application. The Final Plat is valid for 2 years following approval if the plat has not been recorded within that time the plat expires and must be updated and re-submitted before proceeding.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Major Final Plat Application:

<https://cityofportlandtn.gov/documents/final-plat-application/>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Step 5**Construct Required Public Improvements or Submit Performance Surety**

Before a Final Plat is signed and recorded all required public way, sanitary sewer, water, storm water and other improvements must be constructed. The Planning Commission may waive at its discretion the requirements that the applicant complete and dedicate all public improvements prior to signing of the Final Plat by allowing the applicant to post a performance letter of credit (as outlined on page 54).

Step 6**Sign and Record Final Plat**

Applicant is responsible for obtaining all necessary signatures. The Planning Secretary will be the final signature. Once all the necessary agencies have signed the plat it may then be recorded with the County.

Minor Subdivision- Final Plat

Contact the
Planning
Department

Submit
Application and
Initial Final Plat

Staff Review

Re-Submit Final
Plat

Enforcing Officer
Approval

Sign and Record
Final Plat

Step 1

Contact the Portland Planning Department

This step will alert the Planning Department to the intention of the applicant and allow the Planning Staff to outline any potential challenges and procedures.

A Minor Subdivision is only required to submit a Final plat.

A Minor Subdivision is any subdivision of 1-2 lots that requires no utilities extensions.

Step 2

Submit Application and Initial Minor Final Plat

Submit the initial Minor Final Plat to the Planning Department including all the elements listed on the Minor Final Plat Application Checklist. Supplemental documents included with the submittal include but are not limited to:

- A Minor Final Plat Application
- If applicant is not the property owner, an agent authorization form.
- Engineering Review Submittal Checklist

Step 3

Staff Review

Staff will review the submitted plat for completeness and adherence to the regulations outlined in the Subdivision Regulations. Comments will be returned to the developer to be addressed in the next revision

Step 4

Re-Submit Final Plat

Resubmitted Minor Final Plats should show changes made to address the comments made by staff on the initial submittal. Details on re-submittals are included with the initial comment letter.

Step 5

Enforcing Officer Approval

Once Enforcing Officer is satisfied that the subdivision meets all necessary requirements, the Planning Department will issue a Letter of Approval.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Minor Final Plat Application:

<https://cityofportlandtn.gov/wp-content/uploads/2020/04/Concept-Plat-Application-1.pdf>

Step 6

Sign and Record Final Plat

Applicant is responsible for obtaining all necessary signatures. The Planning Secretary will be the final signature. Once all the necessary agencies have signed the plat it may then be recorded with the County.

Approval Signatures



Step 1

Final Approval of Plat

Following the approval of a Plat the applicant is responsible for gathering the signatures of all the necessary signatories prior to recording of the plat or plan.

Step 2

Gather Necessary Signatures

The applicant is responsible for gathering the necessary signatures. The Planning Department will gather all City signatures once the plat has been dropped off. The necessary signature blocks will be determined during the review process depending on the location of the project.

Possible signatures include:

- Signatures from the property owner
- Signature and stamp of Surveyor
- Sumner County Emergency Communities E-911 District
- Portland Public Streets
- Sumner County Public Roads
- Local Health Authority
- Portland City Engineer
- Sumner County Engineer
- Portland Utilities Director
- White House Water Authority

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

City of Portland Contacts

Non-City Contacts

Step 3

Planning Secretary signs plat

The Planning Secretary is the last person to sign a plat prior to recording.

Step 4

Record Final Plat or Site Development Plan

Once all the necessary signatures have been gathered, the plat may be recorded with the County register of deeds. Upon recording the applicant shall be responsible for providing the Enforcing Officer with a digital copy of the recorded plat.

Subdivision Regulations Amendment



Step 1

Contact the Portland Planning Department

This step will alert the Planning Department to the intention of the applicant and allow the Planning Staff to outline any potential challenges and procedures.

Step 2

Submit Letter

Amendments may be initiated by the City Council, the Planning Commission, Enforcing Officer or by an application by any other interested persons by a letter addressed to the Planning Commission that outlines the section pertaining to the requested amendment and the reasoning behind the request.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Step 3

Planning Commission Public Hearing and Action

Following the allotted advertisement period, the Planning Commission will review and vote to either defer, approve or deny the amendment.

Step 4

Amendment Adopted

Once the amendment is approved, the Enforcing Officer will update and publish the revised Subdivision Regulations.

T.C.A Gate Approval

Submit
Application

Review

Planning
Commission

Step 1

Submit Application

Submit the Gate Plan Information and Checklist Application. A Tennessee Code Annotated Gate Approval is required for any security gate located at a commercial, industrial, Gated Community, or multi-family location. Supplemental documents to be submitted with the application include but are not limited to:

- An Agent Authorization form if the applicant is not the property owner.
- A Site Plan that shows the locations of all gates to be installed.
- Information about the Knox-box or other mechanism allowing emergency service access.
- Picture, diagram, or illustration showing what the proposed gate will look like.

Step 2

Review of Plans

The following authorities as applicable will be responsible for reviewing plans for the installation or replacement of security gates or barriers at gated facilities or communities:

- Planning Commission
- Utilities Department
- Emergency Authorities

Step 3

Planning Commission Approval

Following a review from all relevant agencies the Gate Plan Application will be placed on the Portland Planning Commission agenda. The Planning Commission will review and vote to either defer, approve, approve with conditions, or deny the application.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Gate Plan Application and Checklist:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Gate-Plan-Application.pdf>

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Variance Request

Submit
Application

Public Hearing
and Action

Approval Letter

Step 1

Submit Application

Appeals may be submitted by any person, firm or cooperation aggrieved or by any governmental officer, department, or bureau affected by any decision of the Zoning Administrator.

Supplemental documents to be included with the Variance Application include but may not be limited to:

- Copies of the recorded deed and plat of the property in question.
- Site Plan that shows the extent of the request.
- If applicant is not the property owner a signed agent authorization form.
- Names and addresses of all adjoining property owners.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Board of Zoning Appeals Variance Application:

<https://cityofportlandtn.gov/wp-content/uploads/2019/02/Board-of-Zoning-Appeals-Application.pdf>

Board of Zoning Appeals Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

Step 2

Public Hearing and Action

The Municipal Board of Zoning Appeals will fix a reasonable time for the hearing of the appeal, give public notice, and notify interested parties.

At the hearing or within 30 days prior to the hearing the Board will issue a decision based upon the considerations outlined in Article XIV Chapter 4 of the Zoning Ordinance. Following the Public Hearing the Board of Zoning Appeals will vote to either differ, approve, approve with conditions, or deny the request.

Step 3

Approval Letter

If a variance request is approved a Letter of Approval will be issued to the applicant by the Zoning Administrator.

Zoning Ordinance Amendment

Submit Letter

Planning
Commission
Recommendation

City Council First
Reading and Action

City Council Second
Reading, Public
Hearing, and Action

Amendment
Implemented

Step 1

Submit Letter

Submit letter to the Zoning Administrator outlining the proposed amendment. The Letter must include reference to the section containing the proposed amendment as well as an explanation of the reasoning for the amendment

Step 2

Planning Commission Recommendation

At the next scheduled meeting the Planning Commission will review and vote to either defer, approve or deny the application. The Planning Commission recommendation will be based on the criteria laid out in Article XIV Chapter 6 Section 14-605 of the Zoning Ordinance.

Step 3

City Council First Reading and Action

After sufficient notice the City Council will hold a Public Hearing regarding the proposed amendment. The City Council will then vote to either defer, approve or deny the proposed amendment.

Step 4

City Council Second Reading, Public Hearing, and Action

Following the first City Council reading the request will be presented for the second time to the City Council with the recommendation from Planning Commission. A public hearing will be conducted concurrently with this meeting, where the applicant or any interested party may voice their opinions and ask questions. The City Council will then vote to either approve, approve with conditions or deny the request.

Step 5

Amendment Adopted

If the amendment is approved, the Zoning Administrator will update and publish the revised Zoning Ordinance.

Notes

Portland Planning Department

Contact: (615)325-6776 ext. 235 or 227

Planning Commission Calendar:

<https://cityofportlandtn.gov/departments/planning/zoning/calendar/>

City Council Calendar:

The Portland City Council meets the first and third Monday of every month.