

CITY OF PORTLAND, TENNESSEE

Planning Commission Application Final Plat Information and Checklist



Title of Project: _____

Street Location: _____

County: Sumner County or Robertson County (Circle One)

Tax Map: _____ Group: _____ Parcel: _____

Total Acreage: _____

Number of Lots: _____

Property Zoning: _____

Applicant:

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

Owner (If Applicant is not owner):

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

Surveyor/Engineer:

Name: _____

Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

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Provided with Submittal		For Office Use
	Non-refundable Application Fee (See current fee schedule)	
	Completed Final Plat Application	
	Completed Agent Authorization Form	
	Statement of purpose for the plat.	
	The name and address of the owner(s) of the land being subdivided.	
	The name and address of the subdivider if other than the owner.	
	The name and stamp of the land surveyor preparing the plat.	
	Date, title, name and location of subdivision, graphic scale, and true north point.	
	The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining un-subdivided property.	
	Total acreage of entire development, acreage of this phase and road frontage of any remaining acreage to be developed.	
	The zoning of all abutting lots;	
	The zoning classification of all lots as well as an indication of uses other than residential proposed by the subdivider.	
	The total acreage within the subdivision.	
	Lot numbers and street numbers.	
	All dimensions to the nearest one hundredth (100th) of a foot and angles to the nearest minute;	
	Identify critical lots, as identified within these Regulations;	
	Locations and descriptions of monuments, pins, etc.	
	Location, description, and elevation of benchmark(s) within the subdivision.	
	Location of existing and proposed fire hydrants.	
	The length and location of any proposed utilities for the subdivision phase.	
	For any lot where a public sewer or water system is not available, the following shall be shown: (a) areas to be used for sewage disposal; and water wells (existing and proposed).	
	A distance and bearing shall be provided which will link a point on the boundary of the subdivision to a monument in the right-of-way of the nearest prominent public way intersection.	

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	The location of all public ways, easements, water bodies, streams or rivers, railroads, parks, and cemeteries.	
	The functional classification, of all existing and proposed streets along with designation of construction routes;	
	Location of the 100-year floodplain; location of the floodway; descriptions of monuments to locate floodplain/floodway boundary;	
	Size and location of culverts; location and description of proposed erosion controls.	
	The lines of all streets and roads, alleys, lot lines, building setback lines, lots numbered in numerical order, reservations, easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.	
	Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight, and including true north point. This shall include the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.	
	A plat note stating the recording information of the articles of incorporation, bylaws and declaration of covenants and restrictions of the homeowner's association if required.	
	<p>1) The following notes shall appear:</p> <ul style="list-style-type: none"> a. "Streets will be built to the road specifications in force at the time of construction." b. "Road construction shall not begin without approval of the City of Portland Department of Public Works." c. "This property [is or is not] in an area designated as a special flood area, as shown on Community Map _____ Panel Number _____, Effective date _____." d. If a stream appears as a blue line on a USGS 7½ minute quadrangle map, the following note shall appear: "No alteration of this (these) stream(s) shown will occur prior to written approval being granted by the appropriate authorities." e. "Drainage easements outside dedicated right-of-way's are not the responsibility of Sumner County or the City of Portland." f. Additional notes may be required by the Enforcing Officer to ensure compliance with these regulations or other development regulations. 	
	<p>Certificates required within City Limits:</p> <ul style="list-style-type: none"> 1) Certificate of Ownership and Dedication 2) Certificate of Accuracy 	

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	<ol style="list-style-type: none"> 3) Certificate of Property Numbers and Street Names 4) Certificate of the Approval of Public Streets (City of Portland) 5) Certificate of Sewer System 6) Certificate of Stormwater System (City of Portland) 7) Certificate of the Approval of Water System (Portland Utility Department) 8) Certificate of the Approval of Water System (Whitehouse Utility District) 9) Certificate for Approval of Recording <p>Certificates required in Planning Region:</p> <ol style="list-style-type: none"> 1) Certificate of Ownership and Dedication 2) Certificate of Accuracy 3) Certificate of Property Numbers and Street Names 4) Certificate of the Approval of Public Roads (Sumner County) 5) Certificate of General Approval for Installation of Sub-Surface Sewage Disposal with Restrictions 6) Certificate of Adequacy of Storm Drainage for Major Subdivisions (Sumner County) 7) Certificate of the Approval of Water System (Portland Utility Department) 8) Certificate of the Approval of Water System (Whitehouse Utility District) 9) Certificate for Approval of Recording 	
	Other information as may be Requested by the Planning Commission or Staff	

This application shall be accompanied by maps, drawings, or other supportive information necessary to explain the request. It is recommended that the applicant or a representative be present at the Planning Commission.

The Final Plat shall be prepared by a Registered Land Surveyor, as required by the Tennessee Code Annotated.

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

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

As the applicant or the applicant’s agent, I understand that it is my sole responsibility to notify my client of the time, date, and location of the Planning Commission and subsequent Portland City Council meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these

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meetings.

I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

Signature of Person Completing & Submitting this Application

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Agent Acting on the Property Owners Behalf

The Agent Authorization Form shall be required for all applications. This form will allow your surveyor or engineer to act on behalf of the property owner and/or applicant. The applicant may also provide a purchase contract giving them the right to request the approval sought with this application. The purchase contract must be provided to the Planning Department along with this application.

Applications for Concept and Preliminary Plats must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect and Final Plats must include a Licensed Surveyor authorized to practice in the State of Tennessee. Applications for Site Plans must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect according to the particular type of development. The Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect shall be authorized to represent the owner applicant in the matter before Planning Commission.

Agent Authorization Form

In connection with the above listed project, I hereby appoint the person indicated as the applicant and/or surveyor/engineer to act as my agent for the purpose of filing the attached application with the City of Portland Planning Commission.

Printed Name of Owner:

Signature of Owner:

STATE OF _____ COUNTY OF _____

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, _____, known to me to be the person who signed the foregoing instrument, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office this the _____ day of _____, _____.

Notary Public

My Commission Expires: _____

CITY OF PORTLAND, TENNESSEE

Planning Commission Submittal Requirements Submittal Requirements for All Projects



Title of Project: _____

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

- | | Included | Not
Applicable |
|---|--------------------------|--------------------------|
| 1. Completed, signed, and notarized Planning Commission Application. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Completed, signed, and stamped Engineering Review Submittal Checklist. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Site Plan Drawings meeting all requirements of the Engineering Review Submittal Checklist, Appropriate Planning Commission Checklist, and Zoning Ordinance. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Completed Inspection and Maintenance Agreement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Long Term Maintenance Plan signed by Owner. Project dependent document. Must be written by an engineer. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Drainage Calculations meeting the City of Portland Minimum Drainage Requirements for Development. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Landscaping Plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Lighting and photometric plan for the development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Building Elevations complying with the design review guidelines. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Payment for the Planning Commission Submittal Fees. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Traffic Impact Study | <input type="checkbox"/> | <input type="checkbox"/> |

This section to be completed by City of Portland Staff

Received By: _____

Date: _____