

CITY OF PORTLAND, TENNESSEE

Planning Commission Application Preliminary Plat Information and Checklist



Title of Project: _____

Street Location: _____

County: Sumner County or Robertson County (Circle One)

Tax Map: _____ Group: _____ Parcel: _____

Total Acreage: _____

Property Zoning: _____

Number of Lots: _____

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 Preliminary Plat Application	
	Completed Agent Authorization Form	
	The proposed subdivision name and location;	
	Tax map and parcel numbers as recorded on the land tax maps of the county;	
	The name and address of the owner or owners including the name, address and telephone number of a trustee or contact person, and the name of the design professional and contact information;	
	Location sketch map showing relationship of subdivision site to area.	
	Date of original submittal and each revision thereafter, approximate north point, graphic scale;	
	The location of existing and platted property lines, streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, gas lines, electric transmission lines, and any public utility easements. Existing features shall be distinguished from those that are proposed.,	
	The location, dimension, and area of all proposed or existing lots;	
	Lots labeled in numerical sequence. Lot 1 shall be located in the first section/phase of the proposed development;	
	The present zoning classification, both of the land to be subdivided and of the adjoining land, and the names of adjoining property owners and/or subdivisions.	
	Plans of proposed utility layouts (sewer, water, etc.) showing feasible connections to the existing or any proposed utility systems. When such connections are not considered practical, any proposed individual water supply and/or sewage collection and disposal system must be approved by the Utilities Director and the appropriate State of Tennessee Departments.	
	The names, locations, widths and other dimensions of proposed streets, alleys, easements, parks, and other open spaces, reservations, lot lines, building setback lines, and utilities.	
	The functional classification of all existing and proposed streets along with designation of construction routes;	
	Contours at vertical intervals of not more than two (2) feet.	
	The acreage of the land to be subdivided and bearings and dimensions of property boundary.	
	Location and elevation of the 100-year floodplain; location of the floodway.	
	Identify any critical lot with an asterisk (*).	
	The location and dimension of all "conservation lands" and any other property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation;	
	Name and location of any cemetery on the property and/or access easements to any offsite cemetery through the property;	
	Proposed phasing;	

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	The distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of an existing public street and to the original corner of the original survey of which it is a part;	
	within proposed condominium or townhome developments, the position of all existing or proposed buildings;	
	draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions; and	
	<p>The following notes shall also appear:</p> <ul style="list-style-type: none"> a. "Streets shall 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 not or is] 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 alterations of this (these) stream(s) shown will occur prior to written approval being granted by the appropriate authorities." e. Additional notes may be required by the Enforcing Officer to ensure compliance with these regulations or other development regulations. 	
	<p>Include preliminary plat certificate on front page of plat:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>This preliminary plat was tentatively approved by the Portland Municipal-Regional Planning Commission, with such exceptions or conditions as indicated in the minutes of the commission on</p> <p style="text-align: center;">(date)</p> <p>This approval shall not become final and no grading or construction shall take place until construction plans containing the information required by Section Error! Reference source not found. (Error! Reference source not found.), of the Subdivision Regulations are approved.</p> </div>	
	Other information as may be Requested by the Planning Commission or Staff	

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

The Preliminary Plat shall be prepared by a Registered Architect; Registered Engineer, engaged in the practice of Civil Engineering, Registered Land Surveyor, or Registered Landscaped Architect.

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

This section to be completed by City of Portland Staff

Received By: _____

Date: _____