

# CITY OF LEBANON, TENNESSEE

## Planning Commission Application Site Plan General Information and Checklist

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Title of Project \_\_\_\_\_

Street Location \_\_\_\_\_

Tax Map/Group Number \_\_\_\_\_ Parcel \_\_\_\_\_

Total Acreage \_\_\_\_\_

### Approval Requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Preliminary Subdivision _____ No. of Lots     | <input type="checkbox"/> Annexation & Zoning _____ Acres/Zoning _____ |
| <input type="checkbox"/> Final Subdivision _____ No. of Lots           | <input type="checkbox"/> Rezoning _____ Acres/From _____ to _____     |
| <input type="checkbox"/> Non-Residential Site Plan _____ Bldg. Sq. Ft. | <input type="checkbox"/> Specific Plan District _____ Acres           |
| <input type="checkbox"/> Residential Site Plan _____ No. of Units      | <input type="checkbox"/> Other _____                                  |

### Owner/Developer:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### Surveyor/Engineer:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### Information required for all applications:

- Cover Letter or Written Narrative Explaining the Purpose of the Request
- Fourteen (14) Folded Copies of all Required Information
- One (1) Digital Copy
- Non-refundable Application Fee (See current fee schedule)

Date Application Filed: \_\_\_\_\_ Date of Requested Planning Commission Meeting: \_\_\_\_\_

200 North Castle Heights Avenue • Lebanon, TN 38087 • (615) 444-3647 • Fax (615) 444-1515

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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 Lebanon by noon (12:00 pm) on the fourth Wednesday of every month. The Planning Commission agenda will be finalized approximately two (2) weeks after the submittal deadline. You may call (615) 444-3647 to verify placement of an item on the agenda.

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

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the City of Lebanon and conditions imposed by the applicable commissions of the City. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (If different from applicant provide a copy of contract showing involved parties)

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 Preliminary Planning Commission and Planning Commission meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these meetings.

Special Notes: The City of Lebanon Planning Commission encourages Developers of any significant project to schedule a pre-submittal conference with the Planning Staff. This conference will include representatives from the Engineering Department and any other department as appropriate.

The Planning Commission also encourages Developers to host an informational meeting with the neighboring community prior to presentation of the project at the Planning Commission meeting.  
Has a meeting been held? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Signature of Applicant or Applicant's Agent

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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 \_\_\_\_\_

Provided with Submittal		For Office Use
	Title of Site Plan	
	Proposed Uses(s) of Building(s)	
	Location Map	
	Tax Map, Group and Parcel Number Information for Subject Parcel(s)	
	Zoning of Subject Parcel(s) and that of Adjoining Properties	
	Lot Area (in square feet and acreage)	
	Graphic Scale (1" = 10', 20', 30', 40', 50', 60' or 100')	
	North Arrow	
	Date and Date(s) of Any Revisions	
	Name, Address, Telephone Number and Email of Owner/Developer	
	Name, Address, Telephone Number and Email of Design Firm and Contact Person	
	Boundary Information (distances and bearings), including Property Corners Marked with Iron Pins and Stakes	
	Building Area (Dimensions of Building and Number of Stories)	
	Limits of Proposed Fill and Proposed Final Grading (existing and proposed contours – 1 or 2 foot intervals)	
	Erosion and Sediment Control Measures	
	Building Setback Lines (Front, Side, Rear)	
	Maximum Lot Coverage	
	Landscaping:	
	Square Footage of Required and Proposed Landscaping	
	Minimum of 10% of Overall Site, Half in Front of the Structure	
	Landscaping: Minimum of 10 feet in depth along street frontage(s)	
	Dumpster Pad Location and Proposed Screening	
	Loading and Unloading Area(s)	
	Location and Size of Existing and/or Proposed Public Utilities Sewer (including clean-outs), Water (including water meter & backflow preventer), Gas, Electric and Fire Hydrants	
	Location and Size of Existing and/or Proposed Private Service Lines	
	Parking Spaces:	
	Ratio Used and Number of Spaces Required and Proposed	
	Size of Stalls and Drive Aisles	
	Number of Handicap Spaces and Location of Related Signage	
	Type of Material Proposed for the Parking Surface	

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Provided with Submittal		For Office Use
	Location and Width of Ingress and Egress Points	
	Pedestrian Circulation Plan	
	Building Elevations: Scaled Drawings of the Building Elevations for all sides of the Structure with Materials called out for Walls, Roofs, Trim and Windows	
	75% of the Front Façade must be Brick or Stone or other material approved by Planning Commission. (Doors, Windows and Other Openings are not included in calculation)	
	75% of the First Half of Side Façades must be Brick or Stone or other material approved by Planning Commission. (Doors, Windows and Other Openings are not included in calculation)	
	Provide Table Listing Percentages of Front and Side Façade Building Materials	
	Location of the 100-year Floodplain, Floodway and Proposed Finished Floor Elevation (if applicable)	
	Existing and/or Proposed Development Signage (Size, Height, and Location)	
	Existing and/or Proposed Pole Lights Photometric Plan showing light levels along perimeter of property (provided as a separate sheet)	
	Drainage and Utility Easements	
	Existing and/or Proposed Drainage Ways and Drainage Patterns	
	Location and size of downstream drainage structure(s)	
	Names of All Public Streets Adjoining Property	
	Centerline of the Right-of-Way and Distance from Centerline to Property Line Total Right-of-Way Width, and Limits of Existing Pavement	
	Location of Existing Access Points (Streets, Driveways) Across from the Site	
	Notes, as applicable Drainage Easement Note Blue Line Stream Note Floodplain Note Natural Drainage Way Note Sink Hole Note	
	Certificates Drainage and Utilities Cross Connection/Pretreatment Building Permit Fire Code	
	Other Information as may be required by City Staff or the Planning Commission	

This application shall be accompanied by maps, drawings or other supportive information necessary to explain the request. The applicant or a representative shall be present at the Preliminary Planning Commission and Planning Commission meetings. The Planning Commission reviews the request and approves, approves with conditions, defers or denies the Site Plan.

The following information is requested to comply with Ordinance 07-3203.

Title of Project \_\_\_\_\_



**CITY OF LEBANON**  
**PLANNING AND ZONING**  
**INTEREST DISCLOSURE FORM**

The undersigned does hereby warrant and affirm, to the best of his/her knowledge and belief, that no employee and/or public official of or for the City of Lebanon, Tennessee, or a member of such employee's or public official's immediate family, shall receive, or has received, any monetary or other consideration, directly or indirectly, either past or in the future, relative to the subject transaction or business for which application is being made.

\_\_\_\_ YES

\_\_\_\_ NO

If "NO," please disclose in full detail any monetary or other consideration any employee and/or public official of or for the City of Lebanon, Tennessee, or a member of such employee's or public official's immediate family, shall receive, or has received, either directly or indirectly, including the source for such consideration

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant (Printed)

\_\_\_\_\_  
Applicant (Signed)

**STATE OF TENNESSEE COUNTY OF WILSON**

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: \_\_\_\_\_