

# CITY OF LEBANON, TENNESSEE

## Planning Commission Application Annexation & Zoning General Information and Checklist



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

# CITY OF LEBANON, TENNESSEE

## Planning Commission Application Annexation & Zoning General Information and Checklist

---



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

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

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

# CITY OF LEBANON, TENNESSEE

## Planning Commission Application Annexation & Zoning General Information and Checklist



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

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
	Location Map	
	Tax Map, Group and Parcel Number Information for Subject Parcel(s)	
	Copy of Applicable Tax Map(s)	
	Total Acreage of Parcel(s)	
	North Arrow	
	Name, Address, Telephone Number and Email of Owner/Developer	
	Name, Address, Telephone Number and Email of Design Firm and Contact Person, if applicable	
	Boundary Information (distances and bearings), including Property Corners Marked with Iron Pins and Stakes	
	Legal description of Properties being Annexed	
	Information regarding Availability of Utilities (including fire flows)	
	Names of All Public Streets Adjoining Property	
	Other Information as may be Requested by the Planning Commission or Planning Staff	

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 makes a recommendation to the City Council. Annexation is done by resolution, approved by the City Council. Zoning is done by ordinance, approved by the City Council. Approving an ordinance and resolution is a two reading process with a public hearing held at the second reading. The applicant or representative shall be present at the public hearing of the City Council.

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: \_\_\_\_\_