

CITY OF LEBANON, TENNESSEE

Planning Commission Application Final Subdivision Plat 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 37087 • (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
	Subdivision Name	
	Location Map	
	Tax Map, Group and Parcel Number Information for Subject Parcel(s)	
	Civil District	
	Zoning of Subject Parcel(s) and that of Adjoining Properties	
	Property Acreage and Any Remaining Acreage and Road Frontage	
	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	
	Bearings and Dimensions of Property Boundary	
	Location and Description of Survey Monuments	
	Name of Adjacent Owner(s)	
	Lot Lines, Lot Numbers, Dimensions and Square Footages	
	Building Setback Lines (Front, Side, Rear)	
	Existing and/or Proposed Street Names, Right-of-Way Dedication and Centerline	
	Location and Size of Existing and/or Proposed Public Utilities and/or Easements (Sewer, Water, Gas, Electric and Fire Hydrants)	
	Location of Existing Water Courses, Railroads, Bridges and Culverts	
	Location of Proposed Public Utility Drainage Easements and Other Easements	
	Location of 100-year Floodplain, Floodway and Proposed Finished Floor Elevation, if applicable	
	Proposed Subdivision Signage (Location, Size and Height)	
	Location of Stop and Street Name Signs	
	Location and Description of Survey Monuments	
	SSDS Areas	
	Grading and Drainage Plans	
	Curb and Gutter or Drainage Ditch Cross Section	
	Bond Information Linear Feet of Water Line Number of Fire Hydrants Linear Feet of Sewer Line	

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Provided with Submittal		For Office Use
	Notes Road Construction Note Road Specification Note Floodplain/Floodway Note Blue line Stream Note Sink Hole Note Drainage Way Note Void/Vacate	
	Certificates Accuracy Ownership Streets and Utilities Utilities Bond Water and Sewer Health Department Recording Void if Not Recorded By --	
	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 Final Subdivision Plat.

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: _____