



Town of Arlington

Planning Commission Construction Plans Application (Major Subdivisions Only)

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Subdivision Name: _____	Phase: _____
Location: _____	
Owner of Record: _____	
Owner Address: _____	
Daytime Phone: _____	Fax Number: _____
E-mail Address: _____	

Developer Contact: _____	
Company Name: _____	
Mailing Address: _____	
Daytime Phone: _____	Fax Number: _____
E-mail Address: _____	

Engineer/Designer Contact: _____	
Company Name: _____	
Mailing Address: _____	
Daytime Phone: _____	Fax Number: _____
E-mail Address: _____	

Instructions for Submitting an Application:

- Fee Schedule: \$300.00, plus \$45.00 per lot
Make checks payable to the Town of Arlington
- Check all items on the following checklist. All items must be addressed or the application may be deemed incomplete and returned to the applicant.
- If in the process of completing the construction plans it becomes necessary to redesign the subdivision, review the procedure in Article 2, Section C.6.
- Refer to the Town of Arlington Subdivision Regulations, available at www.townofarlington.org, for all subdivision requirements.

OFFICE USE ONLY
Date Received: _____
Amount: _____
Fee Receipt #: _____

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

Planning Commission Application Review Procedure

Construction plans may be prepared and presented at any point in the time concurrent with or following approval of a preliminary plat.

Preliminary Submittal for Review by Staff:

- Application Fee
- Submit five (5) sets** of complete application package including Construction Plan application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interests page. All items must be collated and compiled into individual packages. All items over 8-1/2" x 11" in size must be folded.
- All requests for deviations must be made in writing. Any condition shown upon the plans, which is a deviation or modification, shall constitute grounds for disapproval of the plans, unless such written request for a deviation is made.

Staff will submit comments to the applicant's representative(s) for revisions to be submitted for Planning Commission Review.

Revised Submittal for Review by Planning Commission:

Once all revisions have been made as requested by staff, the following items shall be submitted:

- Fourteen (14) sets** of complete application package including Construction Plan application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interests page.
- All items over 8-1/2" x 11" in size must be folded.
- One (1) digital copy on a CD of all drawings submitted in JPEG format. Other formats are not acceptable.

In order to adequately consider the request for Construction Plans, Staff and the Planning Commission may request additional information throughout the course of review.

Note: Any decision that is appealed from the Planning Commission to the Board of Mayor and Aldermen will result in a \$300.00 fee. Also, any request to defer where public notice has already been provided or to defer within seven (7) days prior to a meeting will result in a \$200.00 fee.

Construction Plans Application Checklist

This checklist is provided as courtesy to aid in the preparation of a construction plans application. It is not meant to replace the Town of Arlington Subdivision Regulations.

- As a minimum, plans shall conform to the standards specific in the Town of Arlington Subdivision Regulation and the Local Government Public Works Standards and Specifications.
- Construction plans should be prepared by electronic means at a convenient scale on sheets no larger than 24" x 36".
- Plans must be prepared by a Licensed Professional Engineer or a Licensed Land Surveyor licensed to practice engineering in the State of Tennessee, whichever is applicable.

Construction Plans Should Contain:

- Preliminary Plat as approved by the Planning Commission
- Plans and profiles of proposed utility layouts showing feasible connections to the existing or any proposed utility systems (including proposed fire hydrants).
- A grading plan showing the existing contours in dashed lines and the finished contours in solid lines plotted at vertical intervals of not more than one (1') foot. Contours shall be extended fifty (50') feet beyond property boundary.
- Development plans for drainage structures and channels with the hydraulic data used in designing and sizing such structures and channels, the water surface profiles in open channels at peak flow and peak backwater conditions. Development plans for drainage shall also include construction details for stormwater detention facilities along with the hydraulic data used in design. The limits of the drainage design parameters shall be determined by the Town Engineer and the Department of Public Works.
- Plan and profile sheets showing all engineering data necessary for construction of proposed streets, storm drainage controls for surface and ground water, and sewer utility layout and showing all connections to existing and/or proposed streets, storm drainage, and utility systems. The street profiles shall be plotted along the centerline showing the existing and finished grades, and sewer locations, drawn to a scale of not less than one (1") inch equals one hundred (100') feet (1" = 100') vertical. Typical street cross sections shall be shown. Sewer and drainage structures shall be numbered with schedules reflecting elevation and structure numbers.
- Erosion Control Plan which shall include adequate plans showing all erosion and sediment control measures or other protective devices to be constructed in connection with or as a part of the proposed work, such as, retaining walls, cribbing and vegetative practices. The erosion and sediment control plans shall contain all elements and conform to all requirements as stated in Erosion and Sediment Control section of the Zoning Ordinance.
- Tree preservation plan noting all trees eight (8") inches in diameter and greater at a point four and one half (4-1/2') feet above ground level.
- Signed certification of accuracy of engineering and design shall be on each plan.
- Plans submitted to the Design Review Committee necessary to review open space, landscaping, signage, amenities or other private improvements.

Planning Commission Construction Plans Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.
2. A completed application form and stated documents are required. The Planning Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete and will not be placed on the Commission/Committee agenda.
3. 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.
4. By signing this document, the applicant and owner accept the above conditions.

Copy and use additional pages if necessary

APPLICANT:	OWNER: (if different from applicant - if same, note "same") <i>*Owner information is required</i>
If an Entity:	If an Entity:
Name of Entity:	Name of Entity:
By (Signature):	By (Signature):
Print Name:	Print Name:
Title:	Title:
If an Individual(s):	If an Individual(s):
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:
Print Name:	Print Name:
Signature:	Signature:

Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application (“Applicant”) is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application (“Owner and Lessee”) is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____

3. Not for Profit Entities: If the applicant submitting the Application (“Applicant”) is a not for profit entity, the authorized representative of the Applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Applicant: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

4. Not for Profit Entities: If the owner and lessee of the land which is the subject of this Application (“Owner and Lessee”) is a not for profit entity, the authorized representative of the Owner and Lessee must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Owner and Lessee: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____