



# Town of Arlington

## Planning Commission Planned Unit Development General Development Plan Application

*Refer to Meeting and Submittal Dates Calendar for Application Deadlines*

*Note: A pre-application conference is required at least one (1) month prior to filing an application for a General Development Plan. Contact the Town Planner at 901-867-3449 to schedule an appointment.*

Planned Development Name: \_\_\_\_\_

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: Residential PD – \$500.00 + \$10.00 per lot  
Commercial/Industrial PD – \$2,500.00  
Mixed-Use/Traditional Neighborhood Design PD - \$2,500.00  
PD Amendment – \$250.00

\*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.
- Refer to the Town of Arlington Zoning Ordinance, available at [www.townofarlington.org](http://www.townofarlington.org), for all requirements.

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Amount: \_\_\_\_\_

Fee Receipt #: \_\_\_\_\_

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- If the planned development is **less than fifty (50) acres**, the applicant may exclude the General Development Plan step and begin with the Master Development Plan. If rezoning is required, the rezoning application shall be submitted and reviewed at the same time as the Master Development Plan.

If the planned development is **fifty acres or greater**, the applicant must begin with the General Development Plan step. If rezoning is required, the rezoning application shall be submitted and reviewed at the same time as the General Development Plan.

### **Preliminary Submittal for Review by Staff:**

- Application Fee
- Submit five (5) sets** of complete application package including the General Development Plan application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interest page. All items must be collated and compiled into individual packages. All items over 8-1/2" x 11" in size must be folded.

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

### **Revised Submittal For Presentation To Commission:**

- Once all revisions have been made, **submit fourteen (14) sets** of complete application package including the General Development Plan application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interest page.
- All items over 8-1/2" x 11" in size must be folded.

In order to adequately consider the request for a General Development Plan, Staff and the Planning Commission may request additional information throughout the course of the 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.**

## Checklist

This checklist is provided as a courtesy to aid in the preparation of a General Development Plan application. It is not meant to replace the Town of Arlington Zoning Ordinance.

Type of Planned Development Requested (please check one):

- Residential (PD/R)
- Commercial/Industrial (PD/C-1)
- Mixed-Use (PD/M)
- Traditional Neighborhood Design (PD/TND)

Site Information

Present Zoning by Parcel: \_\_\_\_\_

Requested Uses by Parcel: \_\_\_\_\_

- Vicinity Map of all property owners whose property is within five hundred (500) feet of the land, which is subject of request, or the property owners of a minimum of 25 properties, whichever is greater. Vicinity map shall show streets, roads, or alleys and indicate the owner's name and dimensions of each parcel of property shown.
- Three (3) sets of self-adhesive mailing labels and one (1) 8-1/2" x 11" bond copy of labels for owners whose property is within five hundred (500) feet of the land proposed for rezoning or a minimum of twenty-five (25) property owners, whichever results in the greatest number of notices.
- The site for the Planned Development must be under single/joint ownership and/or unified control.
- Cover letter addressing the purpose of the proposed Planned Development, the plan review criteria, and any additional supporting documentation:
  - The proposed development is consistent with the Land Use Plan and with the intent and purpose of the underlying zoning designation
  - The physical conditions or objectives of development which the proposal will satisfy to warrant a departure from the basic zoning requirements
  - The development can be integrated (insubstantial harmony) with adjacent and surrounding lands
  - Roads within the development will be adequate to support the anticipated traffic, and traffic generated by the development will not adversely affect adjacent roads
  - Adequate provision is made for the preservation of natural resources
  - Proposed water supply, sewerage, utility, and drainage facilities are adequate for the population, residential densities, and types of development proposed
- Legal description prepared by and certified by a licensed surveyor or civil engineer in a form acceptable to the Town of Arlington of the total site proposed for development.
- Statement of current and proposed ownership and existing and proposed zoning
- Statement of planning objectives to be achieved by the Planning Development through the design and use mixture approach proposed by the applicant – it should include a description of the character of the proposed development

- Quantitative data for the following:
  - Total acreage of the development and acreages devoted to specific uses. Any proposed phases should be indicated.
  - Requested uses should be designated by references to appropriate Arlington Zoning Districts, including permitted uses sections, densities, and bulk and area requirements. Deviations from the specific district regulations shall be requested in writing.
  - Approximate densities of development shall be indicated on the application and required plan
  - Appropriate studies, if applicable, used in the development of the General Development Plan, such as but not limited to soil analysis, economic feasibility study, transportation impact study, environmental inventory and impact feasibility study, housing study, market analysis, and utility and infrastructure requirements (depends on the size and complexity of the development as determined by the Town Planner and Engineer)
  
- The General Development Plan shall include one or more graphic presentation maps. The Plan map shall include as a minimum to the following:
  - Property survey prepared and certified by a licensed surveyor or civil engineer in a form or other description acceptable to the Arlington Planning Commission on a scale approved by the Planning Commission;
  - Contour map on two (2') foot intervals – noting water courses, designated floodplains, identified aquifers or wetlands, and areas with slopes in excess of ten (10%) percent;
  - Aerial photographs or a surveyed drawing noting major natural features, such as forested areas, lakes, streams, existing uses, and transportation features;
  - Transportation Plan showing all existing and proposed arterial and collector status streets, as well as, existing minor residential streets, and design concepts to be utilized, e.g. frontage roads, and internal circulation concepts should be submitted in written documentation with illustrations provided
  - Drainage analysis and plan;
  - Location of existing utilities, public facilities, proposed open space, and recreational or natural preservation areas;
  - General plan for provisions of utilities;
  - Proposed zoning scheme-noting areas for residential, commercial, and industrial uses;
  - Tree Preservation Plan; and
  - Conceptual lot lines and plot designs
  
- The party requesting the Planned Development must place a sign on the subject property that must meet the following specifications:

**Duration:** The sign shall be placed on the property at least fifteen (15) days prior to the public hearing.

**Size:** The sign shall be at least 4'x4' in size and single-sided. The maximum height of the sign, including posts, should not exceed six (6') feet.

**Location:** One (1) sign shall be placed on each side of the parcel facing a public right-of-way and shall be placed ten (10') feet from the public right-of-way. The sign must be completely visible to the public, not obscured by shrubbery, weeds, buildings, or other objects.

**Content:** The sign shall state, at a minimum, the purpose of the request and the date, time, and place of the public hearing. The specific wording shall be approved by the Town Planner prior to installation.

**Construction:** The sign must be made of weather-durable materials, and the letters and numbers must be prepared using templates or stencils or be attachable. Hand-lettered signs are not acceptable. The sign must be posted on durable wood or metal posts.

**Maintenance:** The applicant or requesting party is responsible for maintenance of the sign in good order until the sign is required to be removed. The status of the sign shall be checked frequently by the applicant, and immediately replaced if it has fallen or been destroyed.

**Colors:** The sign background must be black with white letters and numbers.

## Planning Commission General Development Plan 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 and will not be placed on the Commission/Committee agenda until all items are complete.
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*

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

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## 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 |
|-------|---------------------------------|
| _____ | _____                           |
| _____ | _____                           |

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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 |
|-------|---------------------------------|
| _____ | _____                           |
| _____ | _____                           |
| _____ | _____                           |
| _____ | _____                           |