



Town of Arlington

Planning Commission Planned Unit Development Master 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 Master 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, for all 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

- 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 Master 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 Master 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.
- 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 a Master 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 Master 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
- Development schedule indication the approximate date when construction of the planned development or stages of the planned development can be expected to begin and be completed. If the planned development is proposed to be constructed in stages or units during period extending beyond a single construction season then a development schedule indicating the following must be submitted
 - Approximate date when construction of the project can be expected to begin
 - Order and timing in which the phases of the project will be built and the estimated time of completion of each phase

- The minimum area and the approximate location of common area and public improvements that will be required at each stage
- Statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the planned development, such as land areas, dwelling units, etc.
- Statement setting forth, in detail the otherwise applicable exceptions to the property, which are requested from the Arlington Zoning Ordinance and Subdivision Regulations, to permit the development of the proposed planned development
- Description of the applicable district, use, and bulk regulations under which the planned development is proposed
- Tabulation setting forth:
 - Maximum total square feet of building floor area proposed for residential, commercial, or industrial uses by general type of use,
 - Maximum total land area, expressed in acres and as a percentage of the total development area, proposed to be devoted to residential, commercial, or industrial uses,
 - Minimum public and private open space, streets, and off-street parking and loading areas
- Plan showing the existing site conditions, including contours at two (2') foot intervals, water sources, designated flood plains, unique natural features, forest cover, and areas with slopes in excess of ten (10%) percent
- Plat showing the proposed lot lines and plot designs
- Location and types of dwelling units, density per type, nonresidential structures, including commercial or industrial facilities. Such drawings should be sufficient to relay adequacy of the transportation system, utilities and facilities, relative to natural resources, but should not be encumbered with final detail at this stage
- Location and size, in acres, of all areas to be conveyed, dedicated, or reserved as common open space, public parks, recreational areas, school sites, and similar public and semi-public uses
- Existing and proposed circulation system of arterial, collector, and minor residential streets, and major points of access to public rights-of-way (including all points of ingress and egress to the development). Notations of proposed ownership, public or private, should be included where appropriate. (Detailed engineering drawings of cross sections and street standards shall be handled in the engineering stage.)
- Existing and proposed pedestrian circulation system, including its interrelationships with the vehicular circulation system, indicating proposed treatments of points of conflict
- Analysis of availability of existing utilities and other infrastructure. Stormwater retention areas, ponds, lakes, or water management areas shall be shown. (Detailed drainage plan and calculation shall be handled at the engineering stage.)
- General landscape plan indicating the treatment of materials to be used for private and common open space
- Tree preservation plan showing the locations of trees to be preserved and removed
- Enough information on land areas adjacent to the proposed planned development indicate relationships between the proposed development and adjacent areas, including land uses, facilities, unique natural features of landscape, and future plan designations
- Proposed treatment of the perimeter of the planned development, including materials and techniques used, such as screen, fences, and walls

- Quantitative data for the following:
 - Total number and type of dwelling units and parcel size
 - Proposed lot coverage percentages of buildings and structures
 - Approximate gross and net residential densities
 - Total amount of common areas (including a separate figure for usable open space)
 - Total amount of non-residential construction (including separate figure for commercial or industrial facilities)
 - Economic feasibility studies or market analysis and other studies as required where necessary (as determined by the Town Planner)
- Any additional information as required by the Planning Commission necessary to evaluate the character and impact of the proposed planned development
- 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 Master 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

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:

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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
_____	_____
_____	_____

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
_____	_____
_____	_____
_____	_____
_____	_____