



Town of Arlington

Planning Commission Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Development Name: _____ Zoned: _____
 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: Less than 5 acres – \$800.00
Over 5 acres – \$1,000.00

Make checks payable to the Town of Arlington

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

- Attached is a Site Plan Checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*
- A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.
- When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

Planning Commission Site Plan Application Checklist

This checklist is provided as a courtesy to aid in the preparation of a site plan. It is not meant to replace the Town of Arlington Zoning Ordinance.

Preliminary Submittal for Review by Staff:

- Application Fee
- Submit five (5) sets** of complete application package including Site Plan application form with checklist and all items specified on the checklist. All drawings must be the required scale, folded and all items submitted in sets for distribution to Staff for review.

Revised Submittal For Presentation To Commission:

- Once all revisions have been made, **submit fourteen (14) sets** of complete application package including Site Plan application form with checklist and all items specified on the checklist. All drawings must be folded and all items submitted in sets for distribution to Commission Members.
- All plans must be on sheets no larger than 24" x 36", and must be drawn to a scale not to exceed one-inch equals fifty feet (1" = 50').
- Provide one (1) digital copy on a CD of all drawings submitted in JPEG format. Other formats are not acceptable.

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

- Recorded copy of the property deed proving ownership or the deed and a letter authorizing the applicant to act on the owner's behalf

The following shall be on the site plan:

- Name and address of development
- Name, address, and phone number of applicant and owner of record
- Present zoning of the site and abutting properties
- Date, graphic scale, and north point with reference to source of meridian
- Courses and distances of center of all streets and all property lines, highway setback lines, property restricting lines, easements, covenants, reservations and rights-of-way
- The location, dimensions, and height of the following proposed:
 - sidewalks, streets, alleys, easements, and utilities
 - buildings and structures
 - public waste water systems
 - slopes, terraces, and retaining walls
 - driveways, entrances, exits, parking areas, and sidewalks
 - water mains and fire hydrants
 - existing tree cover – noting those trees to be preserved and those to be removed
 - tree density information, in accordance with Chapter 6, Section 6.3
 - recreational areas and swimming pools
 - natural and artificial water courses
 - limits of flood plains
 - estimates of the following when applicable:
 - number of dwelling units
 - number of parking spaces
 - number of loading spaces
 - number of commercial or industrial tenants and employees
- Total land area of the parcel
- Signed certification as to the accuracy of the plan by a licensed architect or engineer licensed to practice in the State of Tennessee
- Certificate of Survey by a registered land surveyor, licensed to practice in the State of Tennessee
- A certificate, with a space for a signature and date, which states that the site plan has been approved by the Arlington Municipal Planning Commission
- Sidewalks, streets, alleys, driveways

- Data block noting size of parcel, proposed building size(s) and height, required and proposed number of parking spaces, proposed use, required and proposed open space percentage, required and proposed number of loading spaces, number of dwelling units (if multi-family), number of employees (if industrial)

An existing conditions plan showing, at a minimum, location, dimensions, site and height of the following when *existing*:

- Sidewalks, streets, alleys, easements, and utilities; buildings and structures; Public waste water systems; Slopes, terraces, and retaining walls; driveways, entrances, exits, parking areas, and sidewalks; water lines, mains, and fire hydrants; recreational areas and swimming pools; natural and artificial water courses; limits of flood plains; and landscaping, screen, and fencing

Grading and Drainage Plan to include, at a minimum, the following:

- Existing and proposed contours, extending 100 feet beyond the property line
- Existing and proposed drainage areas
- Drainage easements
- Final finished floor elevations
- Layout and location of drainage structures
- Note any off-site drainage easements that will be necessary
- Floodplain/floodway limits
- Drainage calculations
- 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. TDEC Storm Water Pollution Prevention Plan (SWPPP) shall be provided when required.

Tree Preservation Plan to show:

- All existing trees eight (8) inches in diameter and greater at a point 4-1/2 feet above ground level
- Note all trees to be removed by marking with an "X"
- Indicate size and species of all trees noted
- Information on tree density criteria (Section 6.3.6 of the Zoning Ordinance)

Sewer Plan to show:

- Location of existing and proposed sewer system, including manholes, sewer lines and sizes

Water Plan to show:

- Location of all existing and proposed water system, including water mains, fire hydrants, water valves, and sizes

Any additional information required by Staff for adequate review of the request.

Planning Commission Site 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. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission 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
_____	_____
_____	_____
_____	_____
_____	_____