



Town of Arlington

Planning Commission Preliminary Plat Application

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: \$200.00, plus \$10.00 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.
- A preliminary meeting with Staff for review of the Town's drainage plans, sewer maps, and Land Development Plan prior to the submittal deadline is strongly suggested. Staff meets the first and third Monday of each month. Please call the Planning Department to set up an appointment.
- 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

Preliminary Submittal for Review by Staff:

- Application Fee
- Submit five (5) sets** of complete application package including Preliminary Plat application form with checklist, all items specified on the checklist, signed acknowledgements page, and disclosure of ownership interests page. All items must be organized and compiled into individual packages. All items over 8-1/2" x 11" in size must be folded.
- All deviations from the Subdivision Regulations must be applied for in writing at the time a preliminary plat application is submitted. Any conditions 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 Preliminary Plat 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 a Preliminary Plat, 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.

Preliminary Plat Application Checklist

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

- The preliminary plat shall be prepared on sheets 20" x 24".
- The scale must be no smaller than 1" = 100'. Developments with lots 15,000 ft² or smaller, the scale shall be no smaller than 1" = 50'.
- Plats must be prepared by a registered land surveyor licensed to practice in the State of Tennessee.

The Preliminary Plat Should Contain:

- The location of the subject property in relation to surrounding properties, extending 200 feet from the boundary of the subject property – The lot pattern of surrounding development shall be shown within 200 feet of the proposed development.
- Topographic contours with an interval of not more than 2 feet apart.
- The names of all adjoining property owners of record, with the deed or record book and page reference or the names of adjoining developments
- The names of adjoining public ways
- The bearing, shown to the nearest second and length of all tangent boundary lines of the property, figured to the nearest hundredth of a foot; and complete curve data for all curves boundary lines.
- Bearings shall be referenced to true north or add adequate notes as to the reference.
- The location of existing public ways, easements, water bodies, streams, and other prominent features, such as wetlands, railroads, buildings, parks, cemeteries, drainage ditches, bridges and any other applicable features.
- The width of all existing easements, alleys, and other public ways, and building setback lines
- The location, dimension, and area (to the nearest square foot) of all proposed or existing lots
- Within proposed condominium developments, the position of all existing or proposed buildings.
- Preliminary storm drainage design noting approximate volumes, direction of flows and location of proposed detention or retention area
- Proposed extension(s) of water and/or sanitary sewer service to the property along with the proposed routing of such within the subdivision including fire hydrants
- Culverts and associated drainage structures located and sized along with necessary drainage easements; all other required utility easements.
- The location of all "Land Unsuitable for Development" as specified in the Subdivision Regulations.
- The location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- The location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation and maintenance
- The limits of floodway and floodway fringe areas and the associated regulatory flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required.
- The minimum finished floor elevation of houses to be constructed on lots within the floodway fringe areas

- The date of the plat, approximate true north arrow, scale, title, flood elevation and regulatory flood protection elevation, as determined according to flood maps or flood studies as required.
- Sufficient data to determine readily the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground
- Name of subdivision and all new public ways, as approved by the Planning Commission
- The zoning classification of all zoned lots, as well as an indication of all uses other than residential, proposed by the subdivider.
- Property tax map parcel numbers as recorded on the land tax maps of Shelby County.
- The distance and bearing of one of the corners of the boundary of the subdivision, to the boundary of the existing public ways and to the original corner of the original survey of parcel of which it is a part.
- Key map showing relation of the subdivision to all public ways, railroads and water courses in all directions to a distance of at least one-half (1/2) mile (suggested scale: one [1] inch to one thousand [1,000'] feet).
- The name and address of the owner(s) of land to be subdivided, the subdivider if other than the owner, and the land surveyor or other person preparing the plat
- The following notations:
 - classification of all easements: (public use, access, drainage, utility, etc.);
 - explanation of site easements;
 - explanation of reservations;
 - for any lot where public sewer is not available, areas designated for use as septic fields by the Shelby County Department for Healthy and Environment
- A traffic study may be required, in accordance with the Subdivision Regulations

Preliminary Design Certification

A "Preliminary Design Certification" shall be placed on the preliminary plat submitted and signed by the applicable design professional.

Such certification shall indicate that such plat either fully complies with all provisions of the Town of Arlington Subdivision Regulations and Zoning Ordinance, or that the plat complies with such provisions with specifically noted exceptions. Any deviation(s) requested from the regulations shall conform to the provisions of Article 1, Section J of the Subdivision Regulations. This certification requirement is meant to provide the Town with assurance that the proposed plat can be accomplished within the current ordinances of the Town.

Planning Commission Preliminary Plat 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
_____	_____
_____	_____
_____	_____
_____	_____