



# Town of Arlington

## Planning Commission Rezoning Application

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

Location (Legal Description): \_\_\_\_\_

Location (Street Address) : \_\_\_\_\_

Legal Owner(s): \_\_\_\_\_

Equitable Owner: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Engineer/Designer Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Agent or representative authorized to prepare this application and to provide further information as requested by the Staff: \_\_\_\_\_

### Instructions for Submitting an Application:

- Fee Schedule: Less than five (5) acres: \$1,000.00  
Over five (5) acres: \$1,000.00 + \$30.00 per acre over 5 acres  
Maximum Fee: \$2,500.00

\*Make checks payable to the Town of Arlington\*

- A consultation with Staff before completion of this application form and prior submittal deadline data is suggested. Staff meets the first and third Monday of each month. Please contact the Planning Department to schedule a meeting.
- Included is a checklist of required items. All items must be addressed or the applicant may be deemed incomplete and returned to the applicant.
- No amendment of the Zoning map may be approved until after a public hearing is held before the Planning Commission and the Board of Mayor and Aldermen.

#### 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

**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.**

## **Planning Commission Rezoning Application Checklist**

This checklist is compiled to aid in the preparation of a rezoning application; however, it is not meant to take the place of the Town of Arlington Zoning Ordinance.

- Area (in acres) of each parcel: \_\_\_\_\_
- Present zoning (by parcel): \_\_\_\_\_
- Requested zoning (by parcel): \_\_\_\_\_

### **Submittal for Presentation to Commission:**

- Application Fee
- The following information shall be provided on 8-1/2" x 11" paper and be submitted in **fourteen (14) sets** with each set containing one of each document.
  - A cover letter with a statement of purpose and justification of the request, addressing each of the Grounds for Amendment, as outlined in Section 10.10.5 of the Zoning Ordinance
  - Any development plans for the site (if available)
  - A recorded copy of the deed for property proving ownership, or the deed and a letter authorizing the applicant to act on the owner's behalf
  - Rezoning application and checklist with all applicable questions completed
  - Plot plan and legal description for each parcel (several parcels may be included on one sheet). Provide prints – drawn to scale – showing subject property as reference to public streets and rights-of-way
  - 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 land proposed for rezoning or a minimum of twenty five (25) property owners, whichever results in the greatest number of notices.
- Any other information requested by Staff to adequately review the request.
- The party requesting the Rezoning 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.

**Failure to install the sign as required will result in a deferral of the request.**

## 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. 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*

<b>APPLICANT:</b>	<b>OWNER:</b> (if different from applicant - if same, note “same”) <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:

## 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
_____	_____
_____	_____
_____	_____
_____	_____