



Town of Arlington

Planning Commission Sketch 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 \$2.00 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 Sketch 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.

Sketch 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 sketch plat shall be prepared on sheets 20" x 24".
- The scale must be no smaller than 1" = 200'.
- Plats must be prepared by a registered land surveyor licensed to practice in the State of Tennessee.

The Sketch Plat Should Contain:

- A scale drawing of the property and the names of the owners of adjoining property
- Size of the original tract(s) being subdivided
- Notation of any existing legal rights-of-way, easements, or other encumbrances affecting the property
- Approximate topography of the site, at no more than five (5') foot intervals, extended to adjacent properties
- Any areas which may be affected by flooding
- Areas of existing wooded lands
- General public way and lot patterns
- General lot sizes and setbacks
- Proposed phasing, if any
- Identification of possible common open space and/or drainage facilities
- Location of all streets, intersections, and driveway openings within two hundred fifty (250') feet of each of the boundaries of the proposed subdivision
- Vicinity map of property
- Date and approximate north point
- Name of owner
- Name of plat designer
- Zoning classification

Sketch Plat Purpose

At the discretion of the applicant or developer, a sketch plat may be submitted to the Planning Commission for comments and consideration. The sketch plat is to be a concept plan for the design purposes and should be used to discover all factors which may have an impact on the proposed development. It is also used to advise the subdivider of various possibilities before substantial amounts of time and money have been invested in a very detail proposal, which may contain elements contrary to these regulations.

The Planning Commission will review the sketch plat and submit its comments and concerns to the applicant verbally and in writing. The sketch plat shall not be formally approved or denied. The comments by the Planning Commission concerning the sketch plat shall be non-binding on any party and serve only to provide information and feedback. The sketch plat is not binding on consideration of the preliminary or final plat application. Acceptance of the sketch plat shall not create any right for the applicant. For the purposes of Section 13-4-304, Tennessee Code Annotated, the sketch plat review and comments shall not be the initial consideration of the application for approval or disapproval by the Planning Commission.

Planning Commission Sketch 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
_____	_____
_____	_____
_____	_____
_____	_____