



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: _____
RECEIVED BY: _____

DESIGN REVIEW COMMISSION PROJECT REVIEW APPLICATION

Specific Approval Requested:

Preliminary Plan Final Plan Change in Use
(Site plan, building elevations, landscaping, lighting, etc...) *(Complete "OG" Checklist)*
(Circle which one above applies)

Wireless Transmission Facility Landscaping (only) Lighting (only)

Revision/amendment to an approved plan
Description of requested change: _____

Other; Explain _____

Project Name: _____

Project Address: _____

Previous Tenant: _____

Applicant's Name & Title: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Property Owner's Name & Title: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Developer's Name & Title: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Lessee's Name & Title: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

Zoning District where project is to be located: _____

Describe project item(s) to be reviewed: *(please attach additional sheets or letter of description if needed)*

All applicable parties shown below must sign the application:

Print Name & Title of Applicant

Signature of Applicant

Print Name & Title of Property Owner

Signature of Property Owner

Print Name & Title of Developer

Signature of Developer

Print Name & Title of Lessee

Signature of Lessee

By these signatures, we attest that all of the required information associated with this application has been submitted to the Planning Division - Department of Economic and Community Development by the scheduled deadline date. Any failure on our part not to submit any of the required information may result in the removal of the application from the agenda.

DISCLOSURE OF OWNERSHIP INTERESTS

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

1. **For Profit Entities.** If the owner of the land which is the subject of this Application (including all owners, lessees and developers) is a for-profit entity, i.e. individual or sole proprietor, general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner 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. (If another business entity owns 10% or more of the ownership interests in the Owner, 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, 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 Name & Title: _____

Address: _____

Signature of Applicant: _____

Property Owner Name & Title: _____

Address: _____

Signature of Property Owner: _____

Lessee Name & Title: _____

Address: _____

Signature of Lessee: _____

Developer Name & Title: _____

Address: _____

Signature of Developer: _____

Persons or Entities* Owning 10% or More of the Ownership Interests of the Owner:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*See language in parenthesis above.

2. **Not-for-Profit Entities.** If the owner of the land which is the subject of this application (including all owners, lessees and developers) is a not for profit entity, the authorized representative of the Owner 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 Name & Title: _____

Address: _____

Authorized Signature for Applicant: _____

President or Equivalent

Chief Executive Officer: _____

Address: _____

Signature: _____

Members of the Board of Directors of the Owner:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note that approval of the application is based upon information provided herein and any change in this information including any change in ownership interests of the subject real property, after filing the application, may result in reconsideration of any approval.

The Applicant/Property Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the owner/lessee and developer shall be required to join in the project development contract with the City and the obligations of the project development contract shall be the joint and several obligations of the developer, owner, and lessee.

The following materials shall be submitted with ALL Design Review Commission applications, otherwise the application will be deemed incomplete and not accepted:

1. Completed and signed application form, and completed Design Review Commission Checklist with associated materials.
2. Completed ownership disclosure form, which makes up the last two pages of this application.
3. Letter of intent, outlining scope of work.
4. **5 set of plans on 11”X17” paper** (including, but not limited to, site plan, building elevations, landscaping plan, lighting plan, grading plan, tree plan, etc., as applicable to the request) and 2- sets of full-sized drawings, if applicable ;
 - **ALL PLANS MUST BE STAMPED AND SEALED BY THE APPROPRIATE PROFESSIONAL**
 - **All plans must be folded to fit a legal size folder**
 - Drawings must be scaled and all drawings shall be at the same scale, if possible
 - Dimensions must be marked
5. 5 copies of a color rendering of proposed project/buildings.
6. Samples of the paint, brick, siding material, roofing material, and any other construction materials for which approval is requested.
7. **CD or thumb drive of the application, all plans, and all other supporting documents in PDF and/or .jpg format** (or other format, as approved by the City)
8. Provide the appropriate fee as shown below.

ALL FEES ARE NON-REFUNDABLE

Request	Fee *
Preliminary Site Plan Review	\$500.00
Final Site Plan Review	\$500.00
Change in Use in OG	\$300.00
Public Noticing Fee for each notice (if applicable)	\$150.00
Wireless Transmission Facility (New WTF)	\$1000.00
Administrative Sign Review (1 st review only)	\$50.00
Each subsequent sign review after the 1 st	\$25.00
DRC Sign	\$150.00
DRC Sign Package (applications including 2 or more signs)	base \$150.00 + \$20.00 for each additional sign
Sign Policy	\$300.00
Misc. Admin. Review (landscape, material, etc...)	\$200.00
Appeal to BMA	\$200.00

*** Note: All fees effective July 1, 2018.**

****NO EMAIL APPLICATIONS WILL BE ACCEPTED****