



CITY OF GERMANTOWN TENNESSEE

DATE RECEIVED: _____
RECEIVED BY: _____

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

PLANNING COMMISSION OFFICIAL APPLICATION FORM

TYPE OF APPLICATION

(Check all that apply):

- Sketch Plan; Preliminary Site Plan; Final Site Plan
 Minor Subdivision; Preliminary Plat; Final Plat
 Grading/Tree Removal; WTF (Wireless Transmission Facility)
 Rezoning From: _____ To: _____
 Other: _____

IS THIS SITE WITHIN A SMART CODE AREA: (Circle One) YES NO
 (Please note - if yes, than follow Smart Code Application Instructions to complete this form for submittal)

PLANNED USE DEVELOPMENT'S (PUD) ONLY:

- PUD Outline Plan (Master Plan); PUD Amendment to Outline Plan;
 PUD Preliminary Plan (individual phases); Final Plan (individual phases);
 Phase: _____ of _____ Date of PUD Outline Plan (Master Plan) Approval: _____
 Other: _____

PROJECT INFORMATION (Provide Additional Pages as Needed)

Project Name: _____
 Address/Location: _____
 Project Description: _____

 No. of Acres: _____ Parcel Identification Number(s): _____

PLEASE ATTACH A LETTER EXPLAINING THE PROJECT, IN DETAIL, AND LISTING ALL VARIANCES REQUESTED FROM THE SUBDIVISION AND ZONING REGULATIONS.

PROPERTY OWNER/LESSEE/DEVELOPER INFORMATION (All applicable parties shown below must sign the application)

Property Owner Name & Title (Print): _____ Address: _____
 Phone No.: _____ Email Address: _____
Signature of Property Owner _____
 Lessee Name & Title (Print): _____ Address: _____
 Phone No.: _____ Email Address: _____
Signature of Lessee _____
 Developer Name & Title (Print): _____ Address: _____
 Phone No.: _____ Email Address: _____
Signature of Developer _____

PLEASE ATTACH A COPY OF THE DEED REFLECTING OWNERSHIP OF THE SUBJECT REAL PROPERTY

APPLICANT INFORMATION	
Name: _____	Title: _____
Company Name: _____	Address: _____
Phone No.: _____	Email Address: _____
Who will represent this proposal at the Planning Commission meeting (name & title)? _____	
ENGINEER/SURVEYOR INFORMATION	
Engineer Name: _____	Address: _____
Phone No. _____	Email Address: _____
Surveyor Name: _____	Address: _____
Phone No.: _____	Email Address: _____

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 interest, the following information is required to be furnished:

- For-Profit Entities.** If the Applicant (including all owners, lessees and developers) submitting this Application ("Applicant") is a for-profit entity, i.e. sole proprietor, general partnership, limited partnership, corporation, limited liability company, RE.I.T., a 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 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 Applicant:

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

2. **Not-for-Profit Entities.** If the Applicant (including all property owners, lessees and developers) 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 Name & Title: _____
Address: _____
Authorized Signature for Applicant: _____

President or Equivalent
Chief Executive Officer: _____
Address: _____
Signature: _____

Members of the Board of Directors of the Applicant:

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/Owner/Lessee acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the property 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, property owner, and lessee.

The following materials shall be submitted with ALL Planning Commission applications. Failure to submit all *complete* items will result in an incomplete application which shall be returned:

1. Completed application form with original signatures and completed Planning Commission Checklist with all associated materials.
2. Completed ownership disclosure form with all signatures, which makes up the last two pages of this application.
3. Letter of Intent outlining scope of work.
4. Complete list of owners' names, tenants and mailing addresses (both on gummed labels and on paper) and vicinity map showing noticing area.
5. Copy of deed.
6. **3-sets of full-sized drawings** (including, but not limited to, site plan, grading & drainage, erosion control, utilities, tree removal); and **10 sets of plans on 11”X17” paper.**
 - **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
7. Appropriate Fee(s), including public noticing fee for *each* noticing (including BMA hearings).
8. All documents, including plans, shall be **submitted on CD or thumb drive in PDF and JPEG format.**

SEE APPLICATION CHECKLIST FOR SPECIFIC INSTRUCTIONS/INFORMATION TO COMPLETE THIS APPLICATION FORM AND SUBMIT OTHER MATERIALS AS REQUIRED FOR PC REVIEW.

IMPORTANT NOTES:

SIGNAGE – (Require a Separate DRC Sign Application)

REQUESTED WARRANT(S) - (Require a Separate Smart Code Warrant Application)

ALL FEES ARE NON-REFUNDABLE

Request	Fee
Sketch Plan	\$350.00
Preliminary Site Plan	\$600.00 base + \$20.00 per lot/unit
Final Site Plan	\$600.00 base + \$20.00 per lot/unit
Preliminary Subdivision Plat	\$450.00 base + \$20.00 per lot/unit
Final Subdivision Plat	\$450.00 base + \$20.00 per lot/unit
Minor Subdivision Plat Revision	\$150.00
Wireless Transmission Facility	
New WTF	\$1,000.00
WTF Modification Review	\$500.00
WTF Co-Location Review	\$500.00
Planned Unit Development (P.U.D.)	
Outline Plan	\$1,000.00
Final Plan	\$1,000.00 base + \$20.00 per lot/unit
Warrant (Smart Code)	\$150.00 per warrant
Grading / Tree Removal	\$400.00 base + \$20.00 per acre
Appeal to BMA	\$200.00
Miscellaneous	\$350.00
Public Noticing or Re-Noticing fee for <i>each</i> noticing (including BMA hearings)	\$150.00 per noticing

REZONING – From Commercial or Office to Commercial, Office or Residential and From Residential to Residential or Office

Property Size	Fee
0 - 5 Acres	\$1,500.00
5+ Acres	\$3,000.00
Public Noticing or Re-Noticing fee for <i>each</i> noticing (including BMA hearings)	\$150.00 per noticing

REZONING – From Residential to Commercial

Property Size	Fee
0 - 5 Acres	\$1,800.00
5+ Acres	\$3,600.00
Public Noticing or Re-Noticing fee for <i>each</i> noticing (including BMA hearings)	\$150.00 per noticing

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