



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 APPLICATION

Specific Approval Requested:

Preliminary Plan Final Plan Change in Use
(Site plan, building elevations, landscaping, lighting, etc...) (For Old Germantown "OG" Only)
(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.

****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/Developer acknowledges and agrees that if the developer of a project is not the owner of the subject real property, the applicant/property owner/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 and property owner.

DISCLOSURE OF OWNERSHIP INTERESTS

Please provide the following information to assist staff and appointed and elected officials of the City of Germantown in complying with conflicts of interest ordinances and regulations:

1. **For Profit Entities.** If the application is submitted on behalf of a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, Real Estate Investment Trust (RE.I.T.), a trust, or any other form of for-profit business entity, an authorized representative of the applicant must list below the names and business or home addresses of all officers and directors, and persons or entities which own 10% or more of the ownership interests. (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 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): _____

Persons or Entities Owning 10% or More of the Applicant (additional pages may be attached):

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

Officers and Directors (additional pages may be attached):

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

2. **Not for Profit Entities.** If the application is submitted on behalf of a not for profit entity, an authorized representative of the applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and all of the members of its board of directors (additional pages may be attached):

Applicant: _____

President (or CEO): _____

Members of the Board of Directors of the applicant:

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

REQUIRED APPLICATION MATERIALS

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

1. Completed and signed application form, and completed Design Review Commission Checklist (if necessary) with all associated materials
2. Completed disclosure of ownership interests form for major projects only (see page 3 of this application form)
3. Letter of intent, outlining scope of work and if any other city approvals for this project have already been granted
4. **2 sets of plans on 11"X17" paper** (including, but not limited to, site plan, building elevations, color renderings of proposed project/buildings, landscaping plan, lighting plan, grading plan, tree plan, etc., as applicable to the request) and **1 set 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 on plans must be marked
5. Compiled digital materials and samples board of the paint chips, brick, siding material, roofing material, and any other construction materials for which approval is requested. Each sample/material shall be labeled. Per Planning staff's request, physical materials samples and paint chips may be requested.
6. All documents, including signed application form and plans, shall be submitted on a thumb drive in PDF format
7. Fee: Provide the appropriate fee as shown below

ALL FEES ARE NON-REFUNDABLE

DESIGN REVIEW COMMISSION (DRC) FEES:

Preliminary Site Plan	\$600.00
Final Site Plan	\$600.00
Change of Use in OG	\$360.00
Wireless Transmission Facility (New WTF)	\$1,200.00
DRC Public Noticing or Re-Noticing (Change of Use)	\$175.00 per public hearing
Sign (1) (fees doubled if installed without city approval)	\$200.00 (\$50.00 for each subsequent review after the 1 st)
Sign Package (2 or more signs) (fees doubled if installed without city approval)	\$200.00 for first sign + \$100.00 for each additional sign (\$50.00 for each subsequent review after the 1 st)
Sign Policy	\$360.00
Miscellaneous Reviews (landscape, material, etc.)	\$240.00
Appeal to BMA	\$250.00

ADMINISTRATIVE DESIGN REVIEW FEES:

WTF Modification Review or Co-Location Review	\$600.00
Administrative Sign Review (fees doubled if installed without city approval)	\$150.00 (\$50.00 for each subsequent review after the 1 st)
Administrative Minor Reviews (minor revisions to existing projects)	\$100.00
Miscellaneous Design Reviews (landscape, material, etc.)	\$240.00

*** Note: All fees effective July 1, 2024.**