

DATE RECEIVED: _____
RECEIVED BY: _____



CITY OF GERMANTOWN TENNESSEE

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

PLANNING COMMISSION APPLICATION FORM

TYPE OF APPLICATION

(Check all that apply):

- Sketch Plan; Preliminary Site Plan; Final Site Plan
- Minor Subdivision; Preliminary Subdivision Plat; Final Subdivision Plat
- New WTF (Wireless Transmission Facility) Modification to Existing WTF (Wireless Transmission Facility)
- Rezoning From: _____ To: _____
- Other: _____

PLANNED DEVELOPMENTS (PD) ONLY:

- PD Outline Plan (Master Plan); PD Amendment to Outline Plan;
- PD Final Plan (individual phases); PD Amendment to Final Plan

Phase: _____ of _____ Date of PD Outline Plan (Master Plan) Approval: _____
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)

PROJECT INFORMATION (Provide Additional Pages as Needed)

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

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

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

Applicant Name & Title (Print): _____ Phone: _____
Address: _____ Email Address: _____

Signature of Applicant _____

Property Owner Name & Title (Print): _____ Phone No.: _____
Address: _____ Email Address: _____

Signature of Property Owner _____

Developer Name & Title (Print): _____ Phone No. _____
Address: _____ Email Address: _____

Signature of Developer _____

AGENT/REPRESENTATIVE INFORMATION (IF DIFFERENT THAN APPLICANT)	
Name: _____	Title: _____
Company Name: _____	Address: _____
Phone No.: _____	Email Address: _____
Who will represent this proposal at the Planning Commission meeting? _____	
ENGINEER/SURVEYOR INFORMATION	
Engineer Name: _____	Address: _____
Phone No. _____	Email Address: _____
Surveyor Name: _____	Address: _____
Phone No.: _____	Email Address: _____
LESSEE INFORMATION (WHEN APPLICABLE)	
Name: _____	Title: _____
Company Name: _____	Address: _____
Phone No.: _____	Email 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/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 Planning Commission applications. (See application checklist for specific instructions/information on submitting a complete application.) Failure to submit all *complete* items will result in an incomplete application which shall be returned:

1. Completed application form with original signatures for each party and completed Planning Commission Checklist with all associated materials.
2. Completed ownership disclosure form (see page 3 of this application).
3. Letter of Intent explaining the project in detail, the fiscal impact of the project and listing any variances requested from the subdivision and zoning regulations.
4. Complete list of owners' names, tenants and mailing addresses (both on gummed labels (2 sets) and on paper) and vicinity map showing noticing area (500' for rezoning requests, 300' for all other requests). Property owner information is available through the Shelby County's GIS Zoning tool at <https://gis.shelbycountyttn.gov/zoning/>. Please follow the instructions in the upper right hand window.
 - a. All requests shall require a public notification sign posted on the property between 10-30 days prior to the Planning Commission meeting. Planning Division staff will provide the applicant with the sign template.
5. Copy of deed, reflecting current ownership of the subject real property, and any restrictive covenants (when applicable)
6. Neighborhood outreach documentation (eg, letter sent to neighbors or neighborhood meeting flyer). It is highly recommended that the applicant conduct neighborhood outreach prior to the Planning Commission Subcommittee meeting.
7. Written, itemized responses to previous Sketch Plan/Pre-Application comments, when applicable.
8. **4 sets of full-sized plans and 4 sets of reduced-sized plans on 11"X17" paper (folded to letter size).**
All plan sets are to include the following: existing conditions, outline/final PD plan, preliminary/final subdivision plat, preliminary/final site plan, grading & drainage, erosion control, utilities, tree plan, tree plan & mitigation strategy, landscape plan, vehicular circulation plan, phasing plan, building elevation drawings
 - a. **ALL PLANS MUST BE STAMPED AND SEALED BY THE APPROPRIATE PROFESSIONALS**
 - b. **All plans must be folded to fit a legal size folder**
 - c. Drawings must be scaled and all drawings shall be at the same scale, if possible
 - d. Dimensions on plans must be marked
9. Appropriate Fee(s), including public noticing fee for ***each*** noticing (including BMA hearings). See attached fee schedule.
10. All documents, including signed application form and plans, shall be **submitted on a thumb drive in PDF format.**

IMPORTANT NOTES:

SIGNAGE – (Require a Separate DRC Sign Application)

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

****APPLICATIONS RECEIVED ON FILING DEADLINE DAY ARE NOT OFFICIALLY ACCEPTED UNTIL NOTIFIED BY STAFF****

ALL FEES ARE NON-REFUNDABLE

ADMINISTRATIVE FEES:

Administrative Setback Variances	\$100.00
Plat Review Prior to Recording (administrative), plus recording fees	\$200.00
Zoning Verification Letter (Basic)	\$35.00
Zoning Verification Letter (Detailed)	\$60.00
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
Minor/Major Plat Modification	\$400.00

PC FEES:

Sketch Plan	\$450.00
Preliminary Site Plan	\$725.00+ \$25.00 per lot/unit
Final Site Plan	\$725.00+ \$25.00 per lot/unit
Preliminary Subdivision Plat	\$550.00 base + \$25.00 per lot
Final Subdivision Plat	\$550.00 base + \$25.00 per lot
Plat Revisions	\$400.00
Planned Development (P.D.) Outline Plan	\$1,200.00
Planned Development (P.D.) Final Plan	\$1,200.00 base + \$25.00 per lot/unit
Rezoning – 0- 5.0 Acres (Comm/Office to Comm/Office/Residential or Res to Res)	\$1,800.00
Rezoning - Over 5.0 Acres or more (Comm/Office to Comm/Office/Residential or Res to Res)	\$3,600.00
Rezoning – 0- 5.0 Acres (Res to Comm/Office)	\$2,200.00
Rezoning-Over 5.0 Acres or more (Res to Comm/Office)	\$4,300.00
PC Public Noticing or Re-Noticing - all applications	\$175.00 per public hearing
Warrant	\$225.00 per warrant
PC Appeal to BMA	\$250.00
Miscellaneous Reviews	\$450.00
Wireless Transmission Facility (New WTF)	\$1,200.00
Traffic Impact Analysis (TIA): Fees collected with initial PC application submittal	See Engineering for exact amount (FY25 General Fund Revenues)

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