

MILAN, TENNESSEE

CITY HALL

1061 SOUTH MAIN

Milan, Tennessee 38358

(731) 686-0774 fax: (731) 686-2986

Due 14 days prior to scheduled Planning Commission meeting

CHECK LIST
SITE PLAN SUBMITTAL

Name of Development: _____

Location _____

Name and Address of Owner of Record

Tax Map & Parcel Number(s) _____

Engineer/Designer _____

Contact Number () _____

DATE FOR APPROVAL: _____ FEE DUE \$ _____

CHECKLIST: (FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED)

_____ Prior to submittal deadline provide five (5) copies for staff final review date _____

_____ Five (5) copies submitted 14 days prior to Planning Commission meeting for planning commission signature

_____ Scale of 1" – 100'.

_____ Name and address of the development.

_____ Name and address of the applicant and owner of record.

_____ Present zoning of the site and abutting properties.

_____ Date, graphic scale and north point with reference to source of meridian.

_____ Courses and distances of center of all streets and all property lines, setback lines, property restricting lines, easements, covenants reservations and right of way.

_____ Total land area.

_____ Topography of the existing ground and paved areas and elevations in relation to

mean sea level of streets, alleys, utilities, sanitary and storm sewers and building and structures topography to be shown by dashed line illustrations 5-foot contours and by spot elevation where necessary to indicate flat areas.

_____ Signed certification as to the accuracy of the plan by a licensed architect, surveyor, or engineer.

_____ A certificate with a space for a signature and date, which states that the site plan has been approved by either the planning commission or the board of zoning appeals which ever is applicable to the type of use that is requested.

_____ A detailed landscaping, screening, fencing and lighting plan if applicable.

_____ A detailed signage plan if applicable.

The location, dimensions, site and height of the following when existing:

_____ Sidewalks, streets, alleys, easements and utilities

_____ Buildings and structures

_____ Public waste water systems

_____ Slopes, terraces and retaining walls

_____ Driveways, entrances, exits, parking areas and sidewalks

_____ Water mains and fire hydrants

_____ Trees and shrubs

_____ Recreational areas and swimming pools

_____ Natural and artificial water courses

_____ Limits of flood plains

_____ Landscaping, screen and fencing

_____ Signage

The location dimensions, site and height of the following when proposed:

_____ Sidewalks, streets, alleys, easements and utilities

_____ Buildings and structures including the front (street) elevation of proposed buildings

_____ Public waste water systems

_____ Slopes and terraces, and retaining walls

_____ Driveways, entrances, exits, parking areas and sidewalks

- _____ Water mains and fire hydrants
- _____ Trees and shrubs
- _____ Recreational areas
- _____ Distances between buildings
- _____ Landscaping, screen and fencing
- _____ Signage

Estimates of the following when applicable:

- _____ Number of dwelling units
- _____ Number of parking spaces, provide sic code to help determine
- _____ Number of loading spaces
- _____ Number of commercial or industrial tenants and employees
- _____ Number of commercial or industrial tenants and employees
- _____ Plans for collecting storm water and methods of treatment of natural and artificial watercourses including a delineation of limits or flood plains, if any
- _____ Proposed grading, surface drainage terraces, retaining wall heights, grades on paving area, and ground flood elevations of proposed building structures, proposed topography of the site shall be shown by 5 foot contours

Note: If approved, a site plan approved by the municipal planning commission or the Board of Zoning Appeals shall lapse unless a building permit, based thereon, is issued within 1 year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

Signature

Date

Signature signifies all requirements have been met and are on the plan submittal where applicable and all fees have been obtained.

Staff's review completed _____
Date

Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal and regional zoning and subdivision regulations.