

**Planning Commission/Zoning Board of Appeals Application
Westmoreland, TN**

1. Name of Applicant _____
Daytime Phone # _____ Email Address _____
Business (if applicable) _____
Address _____ City _____ State _____ Zip _____

2. Name of Property Owner _____
Daytime Phone # _____ Email Address _____
Address _____ City _____ State _____ Zip _____

3. Action Requested
____ Rezoning Current Zoning _____ Proposed Zoning _____
____ Site Plan Proposed Use _____
____ Subdivision Number of Lots _____ Preliminary Plat _____ Final Plat _____
(Circle BZA Action Requested)
____ BZA Special Exception Variance Administrative Review

4. Specific action requested/proposed use (type of development and general background) _____

5. Map _____ Group (if applicable) _____ Parcel _____
Location and/or Street Address of Site _____

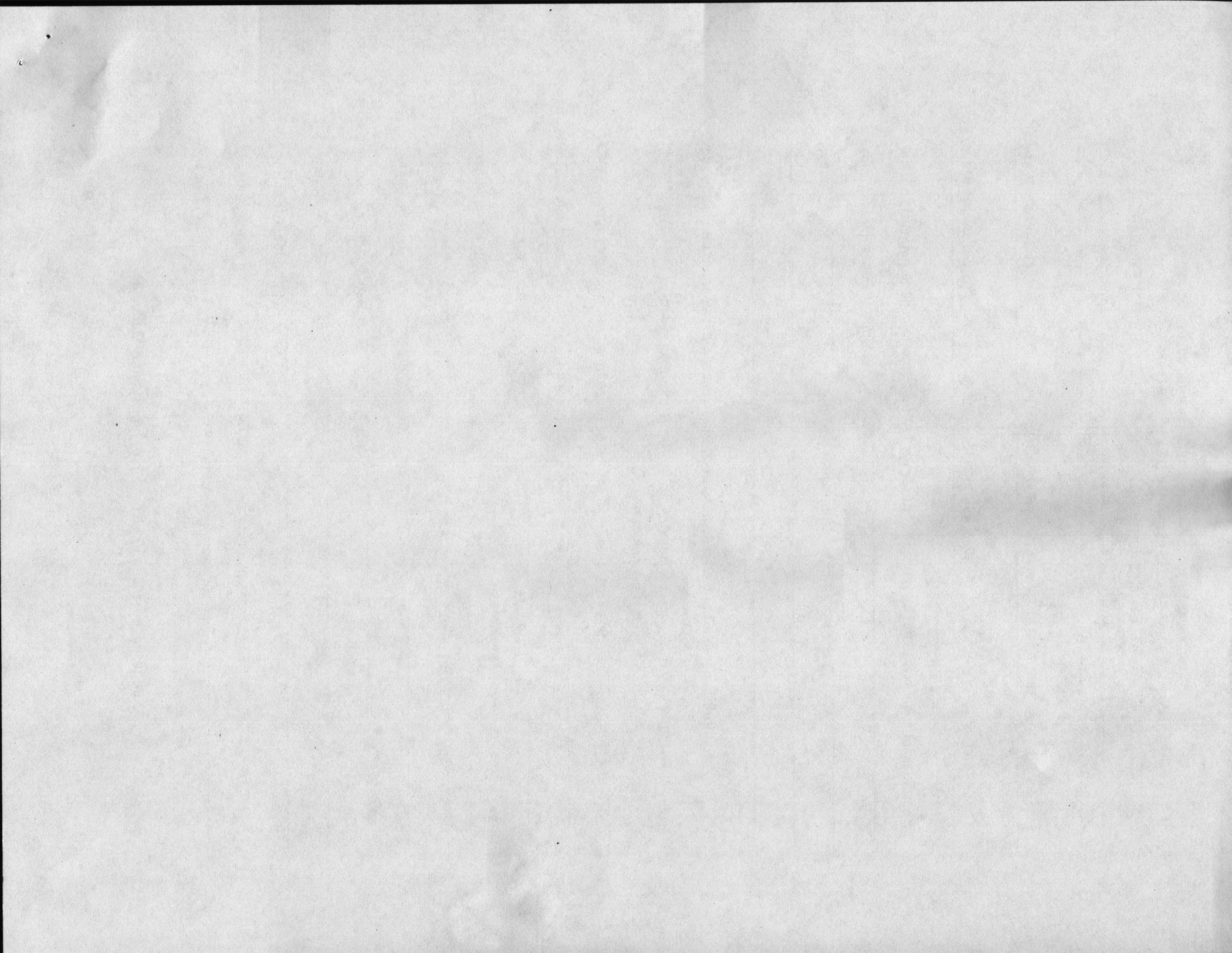
6. I hereby certify that all information contained herein is accurate to the best of my knowledge.

Signature of Applicant	Name of Applicant	Date
Signature of Property Owner (if different)	Name of Property Owner (if different)	Date

Staff Use Only Below

Date Submitted _____ Meeting Date _____

(Applications must be returned to City Hall by 11:00 am on the Monday
prior to the previous month's Planning Commission meeting)



Procedures for Subdivision Plats

The definition of a subdivision as defined by State Law (TCA 13-4-301) is: the division of any parcel into two or more lots, sites, or other divisions requiring new street or utility construction, or any division of less than five acres with frontage on an existing public way.

A. Major Subdivisions, i.e. subdivision plats creating five or more lots or involving construction of a new road or public improvements require a preliminary and final plat. A request for preliminary subdivision plat approval is made to City Hall. Staff studies the preliminary subdivision plat to see that it meets the existing Subdivision Regulations and the Zoning Ordinance. The preliminary subdivision plat is presented to the Planning Commission for review. The Planning Commission will review the preliminary subdivision plat and approve, approve with conditions, or deny the preliminary plat. If the subdivision plat is denied, the reasons for denial must be stated upon the minutes of the Planning Commission. After the preliminary plat is approved, construction plans showing the proposed road and infrastructure improvements must be approved prior to consideration of a final plat. The final plat is then submitted to the City for staff to review for compliance with the Subdivision Regulations, the Zoning Ordinance, and to ensure it corresponds to the preliminary plat. The final plat is reviewed by the Planning Commission and approved, denied, or approved with conditions.

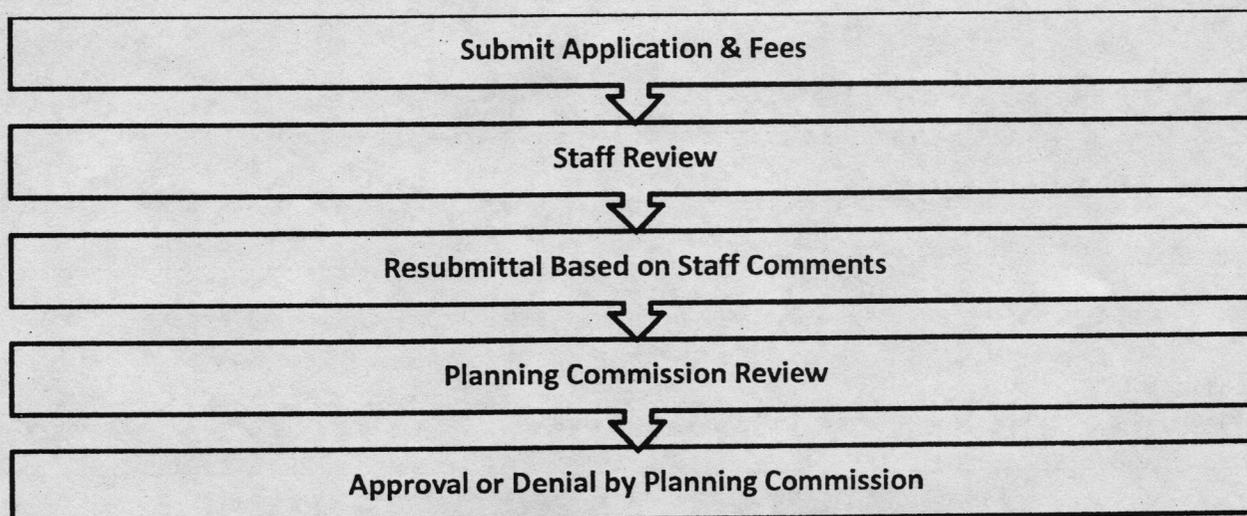
B. Minor Subdivisions, i.e. 4 or less lots where no new streets or utility lines are being constructed, only require a final plat that is first reviewed by staff to see that it meets the existing Subdivision Regulations and the Zoning Ordinance. The Planning Commission will then review the final subdivision plat and vote to approve, approve with conditions, or deny the final subdivision plat.

All plats must be submitted to and voted on by the Planning Commission following the process described in the Subdivision Regulations.

A complete rezoning application, consisting of the following documents, shall be submitted to City Hall:

1. Completed Application
2. Subdivision Plat
3. Application Fee

Subdivision Plat Process



Staff Use Only Below – Subdivision Plat

Zoning Classification _____

Surrounding Zoning Classification _____

Proposed Number of Lots _____

Existing Land Use _____

Surrounding Land Use _____

Adopted Land Use and Transportation Plan Consistent _____ Not Consistent _____

Map/Parcel Number _____

Street Classification Arterial _____ Collector _____ Minor _____

Waivers Requested Yes _____ No _____ If "Yes" explain _____

Drainage Study Yes _____ No _____

Traffic Study Yes _____ No _____

Access Easement Requested Yes _____ No _____

Comments _____

Application Submitted _____ PC Approval _____

PC Meeting Date _____ PC Denial _____

Reasons for PC Approval _____

Reasons for PC Denial _____

Westmoreland Subdivision Plat Checklist

	Sketch	Preliminary	Final
Scale			
Location of property to be subdivided with respect to surrounding properties and public ways			
Names of the adjoining property owners			
Names of adjoining public ways			
Size of original tracts being subdivided			
Notation of existing legal rights-of-way or easements			
Approximate topography, at no more than 5 foot intervals, extended into adjacent properties			
Areas affected by flooding			
General public way and lot patterns			
Proposed phasing, if any			
Vicinity Map			
Date			
North arrow			
Name of owner			
Name of licensed surveyor			
Zoning classification			
Approximate location and size of existing and proposed utility lines			
Approximate size of all platted lots			
Location and dimensions of all boundary lines of the property, figured to the nearest hundredth of a foot			
Location of existing public ways, easements, water bodies, streams, and other pertinent features, such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the planning commission			
Location and width of all existing and proposed easements, alleys, and other public ways, and building setback lines			
Location, dimension, and proposed area of all proposed or existing lots			
Location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth of a foot and angles to the nearest second. Lots areas shall be shown to the nearest tenth of a square foot			
Position of all existing or proposed buildings within proposed condominium developments			
Location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation			

Limits of floodway, the floodway elevation, and floodway fringe areas and the associated regulatory flood elevation		
Address of owner		
Name and address of subdivider, if different than the owner		
Address of licensed surveyor		
Title of subdivision		
Sufficient data to determine the general location, bearings, and length of all lines necessary to reproduce such lines within the area to be subdivided		
Sufficient data to determine the location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the center line of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of monuments and pins shall be indicated on the plat.		
Name of new public ways, as approved by the planning commission		
Zoning classification of all zoned lots, as well as an indication of all uses other than residential proposed by the subdivider		
Distance and bearing of one of the corners of the boundary of the subdivision to the nearest intersection of existing public ways and to the original survey of which it is a part		
Location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries		
Map showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least 1/2 mile		
Contours at vertical intervals of not more than 2 feet where the proposed subdivision has an average slope of 5 percent or less, or at vertical intervals of not more than 5 feet		
Map parcel numbers as recorded on the land tax maps of the county		
Location of all water and sewer lines, as well as the location of all existing and proposed fire hydrants		
Explanation of drainage easements		
Notation: Developer is solely responsible for any excess water drainage and erosion from property		
Explanation of site easements		
Explanation of reservations		
Notation: Where public sewer or water is not available		
Areas to be used for sewage disposal and their percolation results		
Water wells (existing and proposed)		

Rock outcropping, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features		
Notation: All installed grinder pumps meet city engineer specifications and written approval is on file		
Draft of proposed restrictive covenants, if any, to be imposed and designation of areas subject to special restrictions* (City cannot enforce restrictive covenants)		
Form for endorsement of planning commission approval of preliminary plat page V-4		
Final plat of a condominium subdivision shall contain, in addition to the other information required by this section		
"As built" building location and boundary survey, to "American Land Title Association: or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel(s) on which the condominium is located, together with exterior dimensions and location relative to those boundaries of the building(s) which constitute the condominium subdivision		
Some sort of datum plan or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical space		
Any other special information which the planning commission may require to protect the rights of future owners of the condominium or the public in general		
Total acreage within the subdivision		
Line size and location of water sewer facilities		
Location of all fire hydrants		
Diameter and width of all driveway culverts		
The lowest floor elevations of all principal structures situated within areas having elevations at or below the elevation of the 100 year flood		
Proposed fill elevations extending 25 feet beyond all principal structures that are located within designated floodplain areas		
Applicable certifications		
State Department of Environment and Conservation, public water and sewer design layout and approval stamps, if applicable		

		Commitment not may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration, when applicable, and as approved by the planning commission
		Traffic study prepared by a licensed traffic engineer, when required by the city engineer or planning commission

Procedures for Site Plan Review

Generally, site plan approval is required for all new non-residential and multi-family residential development. Site plans are required for all proposals for construction and location of one or more principal structures (not including single- or two-family dwelling units) on a lot (zone lot). Site plans will be reviewed for conformance with all zoning, subdivision and development regulations of the City. A site plan must be approved by the Planning Commission prior to the issuance of a Building Permit.

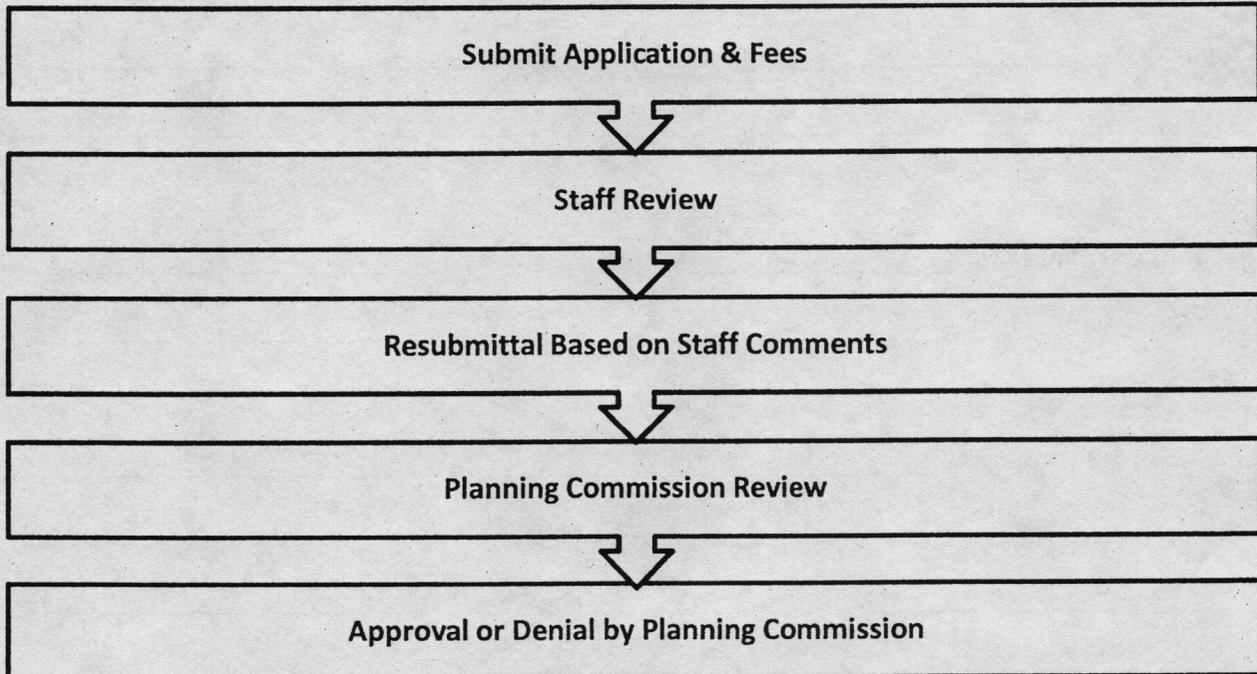
The site plan must include all information included in Section 7.030.A.2. of the Zoning Ordinance and listed on the attached checklist.

A letter of credit or performance may be required when deemed necessary by the Planning Commission, to ensure the provision of all on-site improvements, i.e., drainage requirements, landscaping, paving, utilities, etc.

A complete site plan application, consisting of the following documents, shall be submitted to City Hall:

1. Completed Application
2. Site Plan
3. Application Fee

Site Plan Approval Process



Staff Use Only Below – Site Plan Review

Existing Zoning Classification _____

Surrounding Zoning Classification _____

Existing Land Use _____

Surrounding Land Use _____

Proposed Land Use _____

Adopted Land Use and Transportation Plan _____ Consistent _____ Not Consistent _____

Map/Parcel Number _____

Street Classification _____

Drainage Study _____ Yes _____ No _____ If no, explain _____

Completed Checklist _____

Comments _____

Application Submitted _____ PC Approval _____

PC Meeting Date _____ PC Denial _____

Conditions of PC Approval _____

Reasons for PC Denial _____

**Westmoreland
Site Plan Check List**

General Information

1. _____ Title/Name of Site Plan
2. _____ Legal Description
 - a. _____ Parcel ID
 - b. _____ Deed Book and Page Number
 - c. _____ Subdivision Name/Property Name, if applicable
3. _____ Acreage
4. _____ Boundary Lines
5. _____ Existing Zoning
6. _____ Existing Zoning of adjoining parcels
7. _____ Proposed use(s)
8. _____ Vicinity Map
9. _____ Scale
10. _____ North arrow
11. _____ Name, address, telephone number of
 - a. _____ Owner
 - b. _____ Developer
 - c. _____ Engineer/Surveyor
 - d. _____ All other Design professionals

Existing Site Features

1. _____ Existing contours at 5 foot intervals
2. _____ Identify geologic hazards including sink holes
3. _____ Label all special flood hazard areas
4. _____ Label all water features shown on the most recent USGS topo map
5. _____ Label all existing easements
6. _____ Location of above/underground existing utilities
7. _____ Identify existing structures
8. _____ List existing building square footage, height, and number of stories
9. _____ Indicate the method of sewage treatment
10. _____ Setbacks per zoning
 - a. _____ Front
 - b. _____ Side
 - c. _____ Rear
11. _____ Label all proposed drainage infrastructure
12. _____ Streets
 - a. _____ Dimension and label existing streets
 - b. _____ Label existing surface type
 - c. _____ Pavement width
 - d. _____ Centerlines of adjoining streets
 - e. _____ Rights-of-way

Proposed Site Features

1. _____ List all utility providers on the plan
2. _____ Lighting
3. _____ Refuse/Dumpster Area
4. _____ Location of above/underground existing utilities
5. _____ Proposed fire hydrants
6. _____ Proposed easements
7. _____ Service areas/loading docks
8. _____ Proposed fences
9. _____ Proposed Signage
 - a. _____ Size
 - b. _____ Height
 - c. _____ Width
 - d. _____ Sign Face Area
 - e. _____ Type
10. _____ Parking table
 - a. _____ Uses
 - b. _____ Parking ratio/formula
 - c. _____ required number of spaces for development
 - d. _____ Proposed number of space for development
 - e. _____ Dimensions of parking spaces
 - f. _____ Angle of proposed parking (if less than 90 degrees)
11. _____ Landscape plan
 - a. _____ Proposed trees
 - b. _____ Buffer yard
 - c. _____ Table indicating
 - i. _____ Landscaping requirement
 - ii. _____ Proposed landscaping
12. _____ Sewage Treatment
 - a. _____ Indicate the method of sewage treatment
 - b. _____ Proposed location of the sewage treatment plant
13. _____ Label all proposed drainage infrastructure
14. _____ Streets
 - a. _____ Dimension and label proposed streets
 - b. _____ Label proposed surface type
 - c. _____ Pavement width
 - d. _____ Centerlines of adjoining streets
 - e. _____ Rights-of-way
15. _____ Structures
 - a. _____ Number of buildings
 - b. _____ Building height and number of stories
 - c. _____ Building square footage
 - d. _____ Density (residential units)
 - e. _____ Phases for development (if applicable)

Required Studies

1. _____ Drainage Plan

Procedures for Rezoning

Generally, rezonings are required when a new use is proposed on a lot that is not allowed in the current zoning district. The Zoning Ordinance and official zoning map may be amended by the Board of Mayor and Aldermen after a recommendation from the Planning Commission.

Staff will review the proposals and prepare a staff report to the Planning Commission, including the request and a recommendation for action.

The Planning Commission will hear the proposal and make a recommendation to the Board of Mayor and Aldermen.

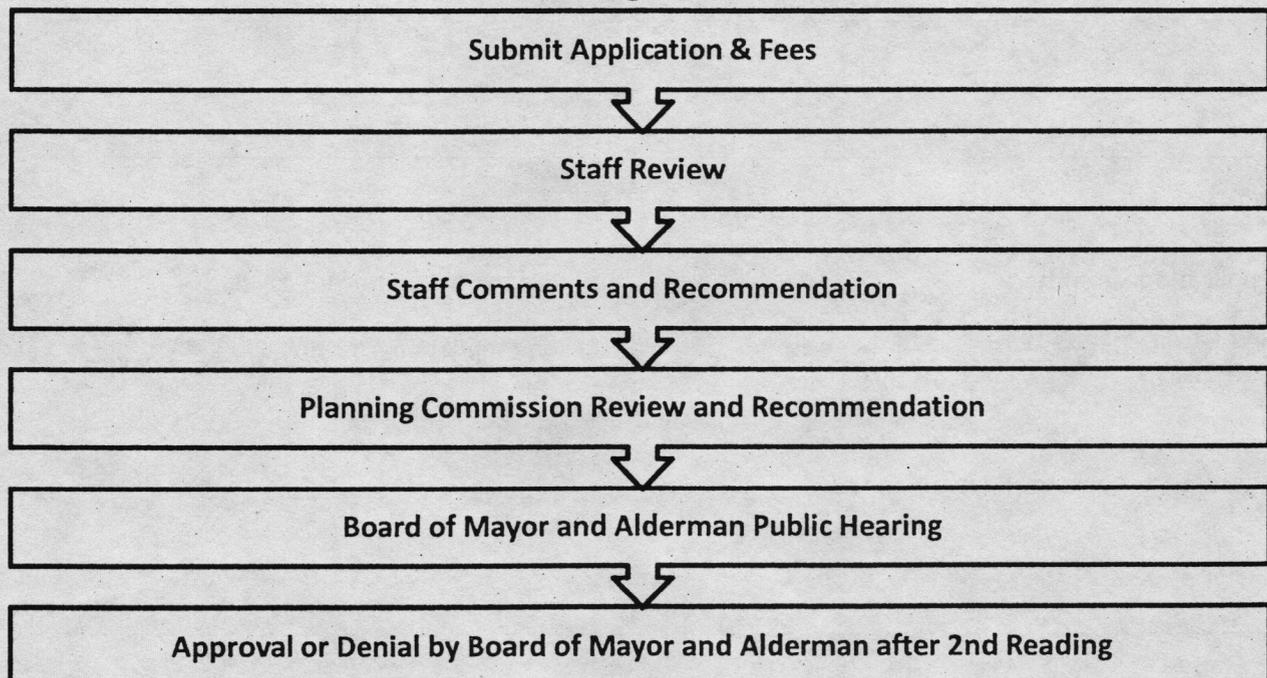
The Board of Mayor and Aldermen will hold a public hearing and 2 readings before making a final vote and decision on the rezoning recommendation of the Planning Commission.

The rezoning will follow the process included in Section 7.090 of the Zoning Ordinance.

A complete rezoning application, consisting of the following documents, shall be submitted to City Hall:

1. Completed Application
2. Map showing area to be rezoned
3. Application Fee

Rezoning Process



Staff Use Only Below – Rezoning Request

Zoning Classification _____

Surrounding Zoning Classification _____

Proposed Zoning Classification _____

Existing Land Use _____

Surrounding Land Use _____

Proposed Land Use _____

Adopted Land Use and Transportation Plan _____

Map/Parcel Number _____

Street Classification _____

Arterial _____

Collector _____

Minor _____

Special Requirements for Rezoning _____

Comments _____

Application Submitted _____

PC Meeting Date _____

Recommendation for Approval _____

Recommendation for Denial _____

Reasons for Approval Recommendation _____

Reasons for Denial Recommendation _____
