

# City of Piperton, Tennessee

Telephone: 901-853-4830

www.pipertontn.com

Fax: 901-854-8396

## Project/Development Application (PLEASE PRINT or TYPE)

Project/Development Name: \_\_\_\_\_

Project/Development Location (Address/Subdivision/Parcel): \_\_\_\_\_

### Applicant Information:

Name - \_\_\_\_\_

Telephone -

Home/Office: \_\_\_\_\_

Address - \_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_

Fax - \_\_\_\_\_

Email - \_\_\_\_\_

### Design Professional (if applicable):

Firm Name - \_\_\_\_\_

Telephone -

Office: \_\_\_\_\_

Project Manager/Contact - \_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_

Fax - \_\_\_\_\_

Address - \_\_\_\_\_

Email - \_\_\_\_\_

### Applicant Request (Check All That Apply):

#### PLANNING COMMISSION/DESIGN REVIEW COMMISSION -

- Non-Residential Site Plan (See *Site Plan Checklist*)
- Landscape Plan/Lighting Plan/Architectural Design Elements (See *Site Plan Checklist*)
- Signage (See *Signage Checklist*)
- Subdivision (See *Subdivision Checklist*)
  - Minor Subdivision
  - Major (Preliminary) Subdivision
  - Major (Final) Subdivision
- Conservation Design Overlay Development (See *CD-O Checklist*)
- Planned Development Overlay Development (See *PD-O Checklist*)
- Mixed Use Planned Development (See *MUPD Checklist*)
- Land Disturbance (See *Land Disturbance Checklist*)
- Zoning Map Amendment (See *Zoning Map Amendment Checklist*)
- Zoning Ordinance Text Amendment (See *Text Amendment Checklist*)
- Land Use Plan Amendment (See *Plan Amendment Checklist*)
- OTHER - \_\_\_\_\_

#### BOARD OF ZONING APPEALS -

- Special Exception (See *Special Exception Checklist*)
- Variance (See *Variance Checklist*)
- Appeal of Decision of the Building Official (See *Appeal Checklist*)
- Interpretation of Zoning Ordinance (See *Interpretation Checklist*)

#### BOARD OF MAYOR AND COMMISSIONERS -

- Appeal of Planning Commission Decision (See *Appeal Checklist*)
- Development Agreement
  - New Agreement
  - Amendment to Existing Agreement
  - Reduction to Existing Letter of Credit
  - Project Acceptance; Release of Outstanding Letter of Credit
- Annexation
- Special Event Permit
- OTHER - \_\_\_\_\_

Applicant Signature (Please Sign): \_\_\_\_\_

Date: \_\_\_\_\_

By signing this application, the applicant accepts responsibility for compliance with all applicable project checklist requirements, payment of all applicable City of Piperton application fees, and payment of third party professional fees associated with design review, project facilitation, or legal services required to adequately evaluate the applicant's project. Current City of Piperton Development Fees are available from the City Recorder.

# APPLICATION INSTRUCTIONS FOR PIPERTON PLANNING COMMISSION REVIEW

1. Applications must be submitted to the Chairman at least fifteen (15) days prior to a regular meeting (not a work session meeting) in order to be accepted at that regular meeting.
2. Printed copies of the Zoning Ordinance and Subdivision Regulations are available upon request and contain detailed instructions for preparing your submittal.
3. The following information must be attached to your Application for Review:
  - A. Legal description of the property;
  - B. List of all owners (including full mailing address) of adjoining parcels within 500 ft., including owners beyond abutting street or railroad rights-of-way;
  - C. Required maps, drawings or plats. (10 copies)



**DESIGN REVIEW  
PRE-APPLICATION CHECKLIST**  
Piperton Planning Commission  
3725 Hwy 196, Suite B • Piperton, TN 38017  
Phone: (901) 853-4830 / Fax: (901) 854-8396  
[www.pipertontn.com](http://www.pipertontn.com)

OFFICE USE ONLY	
PROJECT/ SUBDIVISION	_____
PRE-APP CONF. DATE	_____
REC'D DATE	_____

**Business Hours: Monday thru Friday from 8:30 a.m. to 4:30 p.m.**

**PLAN REVIEW AND PERMIT ISSUANCE WILL BE DELAYED WITHOUT PROPER DOCUMENTS**

**THE FOLLOWING ITEMS ARE REQUIRED TO MAKE APPLICATION:**

**Submitted Required**

1. PROJECT/DEVELOPMENT APPLICATION W/12 COPIES OF 11" x 17 PDF'S

**DESIGN REVIEW APPLICATION**

1. Building Elevations/Materials with Color board including windows & trim

2. Landscaping Plan with Irrigation including parking lots

3. Screening Requirements

4. Site Lighting with Photometric Plan (Dark Sky)

5. Street Lights

6. Proposed Signage Plan

7. Visual compatibility with area

8. Sidewalks. Root barriers within 10 ft

9. Fee \$ \_\_\_\_\_

**Additional requirements:**

- ADA compliance width, slope etc.

- 

I certify that all required materials are included with the \$ \_\_\_\_\_ site plan review fee.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**\* DETAILS FOR EACH AREA ARE FOUND IN PIPERTON ZONING ORDINANCES ARTICLES 12, 13, & 14\***

([www.pipertontn.com](http://www.pipertontn.com)>Government>Boards&Commissions>PlanningCommission>Scroll down to Zoning Ordinances)

**SUBMIT PAYMENT AND APPLICATION TO CITY CLERK UPON COMPLETION**



**PRE-APPLICATION CHECKLIST**  
 Piperton Planning Commission  
 3725 Hwy 196, Suite B • Piperton, TN 38017  
 Phone: (901) 853-4830 / Fax: (901) 854-8396  
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**SUBDIVISION APPLICATION**

1. Boundary and Topographic (metes & bounds)  
  2. Administrative Site Plan (w/policy)  
  3. Site Layout and Plan Data Block  
  4. Grading and Drainage Plan  
  5. Utility Plan  
  6. Erosion Control  
  7. Roadway Dedication (all public & private easements)  
  8. Fee \$ \_\_\_\_\_

**PLANNED DEVELOPMENT OVERLAY APPLICATION**

1. Boundary and Topographic (metes & bounds)  
  2. Master Development Plan  
  3. Outline Plan  
  4. Project Justification  
  5. Site Plan  
  6. Zoning Map Revision  
  7. Fee \$ \_\_\_\_\_

**VARIANCE REQUEST**

1. Letter detailing nature of the variance and justification thereof  
  2. Site Layout illustrating variance  
  3. Fee \$ \_\_\_\_\_

Additional regulatory permits or requirements TDOT TDEC ARAP (other):

\_\_\_\_\_

\_\_\_\_\_

I certify that all required materials are included with the \$ \_\_\_\_\_ site plan review fee.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**City of Piperton  
Planning Commission  
Acknowledgement**

City Administration Bldg.  
3725 Highway 196, Suite B • Piperton, TN  
Phone: 901-853-4830 / Fax: 901-854-8396  
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PRE-APP	_____
CONF. DATE	_____
REC'D DATE:	_____

**ACKNOWLEDGEMENT**

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the City of Piperton and conditions imposed by the applicable Boards and/or Commissions of the City. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the application submittal deadline.
2. If all required materials/documents are not submitted to and received by the Planning Division of the Development Services Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.
3. By signing this document, the applicant and owner accept the above conditions.

Copy and use additional pages if necessary.

**Applicant**

**Owner\*** (If different from applicant. If same, note "same")  
\*Owner information is *required*.

Name of Entity \_\_\_\_\_

Name of Entity \_\_\_\_\_

By (Signature) \_\_\_\_\_

By (Signature) \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Name of Individual \_\_\_\_\_

Name of Individual \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name of Individual \_\_\_\_\_

Name of Individual \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_