

Sumner County Procedure
For
Minor & Major Plat Submittal Requirements

- Complete the application, page 1 and 2 (fill in all the areas that pertain to the type of plat you are submitting)

MAJOR PLAT (MORE THAN TWO PARCELS)

- After you have completed the application bring it back to the Construction & Development Department with **four (4) copies of the plat** for staff and Planning Commission review. All original **1st Submittals** will be subject to the Planning Commission meeting schedule for **1st submittal** cutoff and meeting date, **2nd Submittals** require twenty (20) corrected copies.
- Major plat submittals will be on the Sumner County Commission agenda after all corrections have been made.

MINOR PLAT (LESS THAN TWO PARCELS)

- After you have completed the application bring it back to Construction & Development with **four (4) copies of the plat** for staff and Planning Commission review.

NOTE: For additional information for number of copies to be submitted see “Sumner County Plat Submittal Requirements”.

PLATS THAT ARE SUBMITTED AFTER CUTOFF WILL BE PROCESSED ON THE NEXT SUBMITTAL DATE
PLEASE HAVE YOUR CHECK (S) FILLED OUT FOR THE CORRECT AMOUNT DUE
PLATS MUST BE FOLDED NO LARGER THAN 8 ½ x 11

DEFERENTIAL REQUEST

If it is determined that your submittal is not complete, it will be the applicants’ responsibility or an appointed representative to attend the Planning Commission meeting to request a deferral. If a public notice is a requirement you may be required to re-advertise the public notice.

Public Notices

- You will be given;
 - “Real Estate Appraisal Card(s)” for each adjoining property
 - Envelopes, cards for certified mailing
 - Public notice copies, plus (1) extra copy of the public notice
 - “To Whom This May Concern” disclosure
 - Sumner County Affidavit / regarding your request to be placed on the agenda
 - Sumner County, self-addressed envelope

Mailing the Public Notices

- ✓ Address each envelope and certified mailing card(s) using the appraisal card address (Owners name & mailing address) information)
- ✓ Place (1) copy of the public notice in each envelope, and seal the envelope.
 - Get the green card (PS Form 3811), remove the adhesive tape on each side and place it on the back of the envelope. Face the card to show #1 (Article Addressed to:), get the green and white card (PS Form 3800) write the 20 digit number at #2 (Article Number).
 - Turn the envelope over and remove the adhesive tape from the green and white card (PS Form 3800), fold at the fold line and place the form at the top, middle of the envelope. (the dotted line is along the top edge of the envelope)
- ✓ Take the envelopes to the local post office for mailing. They will tear off the bottom half of the form. These copies are legal proof that the notice was mailed out; please return them to the Construction & Development Department. We will provide you with a self-addressed envelope if you choose to mail them.

Publication Notice Advertisement

- ✓ Take the remaining copy of the public notice to the newspaper and the “To Whom It May Concern” (attached) to the local newspaper office. The notice must appear in the newspaper a minimum of (10) days before the requested meeting date.

Scheduled Meeting Information

- Meeting calendars and submittal calendars are posted in the Construction & Development office. It is also available at our website at www.sumnertn.org.
- ✓ **ALL** information submitted to be placed on the meeting agenda has to be at the department on or before the submittal deadline for that meeting date. If the information is received after the deadline your hearing will be deferred until the next months meeting.

If you have any questions regarding the above mentioned, or any information contained within, please contact
Sumner County Construction & Development Department
355 N. Belvedere Dr., Room 202
Gallatin, TN. 37066
(615-452-1467) Telephone (615-451-6074) Fax