



# SUMNER COUNTY REGIONAL PLANNING COMMISSION

355 N. Belvedere Drive Room 202, Gallatin, Tennessee, 37066

OFFICE: (615) 451-6097 FAX: (615) 451-6074

## DEVELOPMENT PLAN APPLICATION

Name of Development	Section #	Status of Applicant Ownership (Fee Simple, Contingent, etc)	Date of Submittal
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Type: Sketch	Preliminary	Final (Major)	Final (Minor – Includes Resubs)	Site Plan	P.U.D.	Plat Amendment
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Applicant/ Developer
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Mailing Address	City	State	Zip
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Phone Number	Fax Number	Email
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Project Surveyor	Project Engineer
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Mailing Address	City	State	Zip
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Phone Number	Fax Number	Email
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**NOTE: The applicant is responsible for notifying the Planning Department of any changes to contact information.**

### PLEASE COMPLETE THE FOLLOWING PROPERTY INFORMATION:

Tax Map	Group	Parcel	Deed/Record Book	Page Number
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Property Zoning	Size of Proposed Structure(s) (Site Plans)	Number of Proposed Lots
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Was a concept meeting held with Staff? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, Date of meeting
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### Notes

- 1) Staff Comments will be addressed to the licensed professional who prepared the plat or site plan.
- 2) All Staff Comments must be addressed in writing prior to the second submittal deadline
- 3) A Development Process Summary Form is available for this application. This form contains all steps that must be followed and all forms that must be submitted per the County's Adopted Regulations.
- 4) A Land Disturbance Permit must be issued before commencing any grading activities.

**I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.**

Applicant's Signature:	Applicant's Name (Printed):	Date:
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### PLEASE CONSULT DEVELOPMENT APPLICATION FEE WORKSHEET FOR REQUIRED FEES

ADDITIONAL COMMENTS
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Received by:	Date:	Amount Rcvd:	Receipt #:
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# **REQUIRED COPIES AND DEADLINES**

PLAT/PLAN COPIES REQUIRED: INITIAL SUBMITTAL: 5 HARD COPIES AND 1 DIGITAL COPY (PDF OR JPG FORMAT)  
SECOND SUBMITTAL: 10 HARD COPIES & 1 DIGITAL COPY (PDF OR JPG FORMAT)

PLEASE EMAIL DIGITAL COPIES TO:  
[KYOUNG@SUMNERCOUNTYTN.GOV](mailto:KYOUNG@SUMNERCOUNTYTN.GOV)

SUBMITTAL DEADLINES: NOTE THAT SUBMITTALS ARE DUE AT 3:00 PM ON THE SCHEDULED SUBMITTAL DATE.

LATE APPLICATIONS CANNOT BE ACCEPTED AND WILL BE PLACED ON THE FOLLOWING MONTH'S PLANNING COMMISSION AGENDA

**PLANNING STAFF IS NOT  
AUTHORIZED TO GRANT  
EXCEPTIONS TO THIS POLICY!**



**Sumner County Development Services,**  
**Development Application Submittal Fee Worksheet**

*Unless otherwise noted, all fees listed cover required public notice and processing through the BZA, Planning Commission and County Commission (as required). Assessed fees do not cover the cost of other studies required by the BZA, Planning Commission or County Commission, which shall be paid by the applicant. Applications not accompanied by the required fees will not be accepted and will not be placed on the relevant Agenda*

**All acreage calculations are to be rounded up to the next whole acre under disturbance (Example: 1.3 acres=2 acres)**

**Submittal Type:** \_\_\_\_\_

**Submittal Month:** \_\_\_\_\_  
**(Planning Commission/BZA Meeting Month)**

**Project Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Total Payment Included:**     \$ \_\_\_\_\_

**Sketch Plats**

Offsets costs associated with review of initial document that provides Planning Commission with concept for proposed project. **Due on application** .

1-24 Lots	\$50		
25 lots or more	\$100		

**# LOTS OR ACRES**      **TOTALS**

**Preliminary Plats**

Offsets costs associated with review of document that provides Planning Commission with detailed subdivision proposal depicting all proposed subdivision infrastructure improvements; must be accompanied by Engineered Construction Plans. **Due upon application**.

3-10 Lots	\$250		
Plus \$10.00 each add'l lot			

**Final Plats**

Offsets costs associated with review of document that provides Planning Commission with totally accurate representation of all subdivision elements; accurately depicts all installed infrastructure recording of document; formally creates lots. **Due upon application**.

3-10 lots	\$150		
Plus \$10.00 each add'l lot			

**Minor Plats**

Plats containing two lots or less and requesting no variances, Plat Amendments, Resubdivisions and other minor items. **Due upon application**.

\$150

**Site Plans**

Plans showing proposed nonresidential building construction for approval of the Planning Commission. **Due on Application**

\$150

**Planned Unit Developments**

Highly planned residential, commercial or industrial development that makes increased provisions for open space, landscaping and other improvements and may have different density and bulk requirements than other zones; final submittal functions as a stringent land use plan for the developed area. **Due upon application**.

New PUDs	\$1,000		
Major PUD Revisions	\$500		
Minor PUD Revisions	\$300		

**Rezoning**

Application fee to offset cost for changing the zoning designation for a property located in the planning region of the Sumner County Regional Planning Commission. **Due upon application**.

\$500

\* Note, one sign required for each road frontage

*Sign:	\$25		
*Each Additional:	\$15		

**Zoning Variances/Appeals**

Application fee to offset costs for submitting a request to vary from requirements contained in the County Zoning Resolution and/or Subdivision Regulations. **Due upon application**.

\$75

\* Note, one sign required for each road frontage

BZA Public Notice:	Applicant Pays Newspaper		
BZA Certified Letters:	Applicant Pays Post Office		
*Sign:	\$25		
*Each Additional:	\$15		

**Special Exceptions**

Application fee to offset costs for submitting a request to obtain a Special Exception from the County Board of Zoning Appeals. **Due upon application.**

		\$300	\$
*Note: Special Exceptions are typically required to be renewed every two years.	*Renewals	\$300	
	BZA Public Notice:	Applicant Pays Newspaper	
	BZA Certified Letters:	Applicant Pays Post Office	
* Note, one sign required for each road frontage	*Sign:	\$25	
	*Each Additional:	\$15	

**Traffic Impact Study Analysis Fee**

Offsets costs associated with review of a study prepared by a licensed Civil Engineer; explains impact proposed development will have in the general vicinity of the project area. **Required for all Subdivisions over 50 lots, and for all Nonresidential Development at the discretion of the County Engineer. Due upon PUD/Preliminary Plat/Site Plan submittal or upon request of County Engineer.**

\$1,000	\$
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**Critical Lot Plan Review Fee**

Offsets costs associated with review of Surveyed plan to be provided to County for lots deemed "Critical" by the County due to slope, risk of flooding etc. **Payable at the time of application for a Land Disturbance Permit. Plan must be completed and approved by County Engineer & Building Codes Director prior to issuance of a Building or Land Disturbance Permit.**

\$750 per lot	\$
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**Residential Subdivision Plans Review Fee**

Offsets costs associated with preliminary field review of all proposed lots and technical review of associated roadway and drainage construction plans and drainage and water quality calculations as applicable. **Payable upon application for Preliminary Plat approval for Major Subdivisions and upon application for Final Plat Approval for Minor Subdivisions.**

\$200 per lot	\$
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**Residential Subdivision Construction Inspection Fee**

Offsets costs associated with construction inspection for all new residential lots including lot grading and installation of physical infrastructure, including roads, detention facilities and culverts. **Payable upon application for Final Plat for Major Subdivisions.**

\$100 per lot	\$
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**Nonresidential Plans Review Fee**

Offsets costs associated with preliminary field review of all proposed Nonresidential Developments and technical review of associated roadway and drainage construction plans and drainage and water quality calculations as applicable. **Payable upon application for Site Plan approval for all Commercial and Industrial properties.**

\$500 + \$250 acre	\$
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**Nonresidential Construction Inspection Fee**

Offsets costs associated with ongoing construction inspection for all new Nonresidential developments to include installation of physical infrastructure including roads, detention facilities and culverts. **Payable upon application for Site Plan Approval for all Commercial and Industrial Properties.**

\$1,000 + \$100/acre	\$
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**Minor Home Based Business License Application Fee**

Offsets costs associated with review of application for homeowners conducting minor low impact businesses out of their home as defined in the County Zoning Resolution. "Major" Home Based Businesses must obtain a Special Exception from the County Board of Zoning Appeals.

\$100	\$
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**Accessory Dwelling Unit (ADU) Application Fee**

Offsets costs associated with review of application for property owners seeking to place a second dwelling or "Mother In Law Suite" on their property. All requirements of the County Zoning Resolution must be met by the applicant. Applications not meeting requirements can appeal to BZA. Additional Impact and Building Permit fees must be paid to Building and Codes Department

\$300 \_\_\_\_\_ \$ \_\_\_\_\_

**Certificate of Zoning Compliance Fee**

Offsets costs associated with review of zoning status for new construction as required by the County Zoning Resolution. Required for all nonresidential construction and other applications as stipulated by the County Zoning Resolution prior to issuance of a building permit.

\$50 \_\_\_\_\_ \$ \_\_\_\_\_

**Zoning Determination Letter Fee**

Offsets costs associated with staff time utilized in writing formal zoning determination letters, which are requested by property owners in order to facilitate the sale or transfer of property. Such letters typically require extensive time and research to produce.

\$300 \_\_\_\_\_ \$ \_\_\_\_\_

**Sign Permit Fee**

Offsets costs associated with review of applications submitted for new signage per County Zoning Resolution.

\$50 \_\_\_\_\_ \$ \_\_\_\_\_

**Land Disturbance Permit Fee (Existing Fee)**

Offsets costs associated with enforcement of the County's Stormwater Management Resolution. Required for all new construction that is not of an agricultural nature (in the Greenbelt). Payable prior to issuance of building permit, after temporary stormwater controls are installed.

\$300 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL FEES SUBMITTED:** \$ \_\_\_\_\_

**DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

OFFICE USE ONLY:	
DATE: _____	AMOUNT PAID: _____
CHECK #: _____	RECEIPT: _____
RECEIVED BY: _____	