



RUTHERFORD COUNTY REGIONAL PLANNING COMMISSION
 One South Public Square, Room 200, Murfreesboro, Tennessee, 37130
 OFFICE: 615.898.7730 FAX: 615.898.7823

DEVELOPMENT PLAN APPLICATION

Name of Development	Section Number (if applicable)	Date of Submittal
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Type: Preliminary Final (Major) Final (Minor – Includes Resubs) Site Plan Construction Plans

Applicant/ Developer

Mailing Address	City	State	Zip
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Phone Number	Fax Number	Email
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Project Engineer/Surveyor

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)	Proposed Lots (Subdivisions)
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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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SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS (MUST HAVES/MUST Dos)

A NPDES is required by the State if more than 1 acre is to be disturbed. A Land Disturbance Permit and associated fees will be required to be paid before the start of 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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OFFICE USE ONLY

Submittal Type	Fees	Total
Preliminary Plan/Final Plat (Major)	\$500 base fee/\$100 per lot	
Final Plat (Minor)/Resubs	\$150 base fee/\$75 per lot	
Site Plans	\$500 base fee/\$.02 per square foot of non-residential building area; and/or \$10 per dwelling unit	

Received by:	Date:	Receipt Number:
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MUST HAVES/MUST DOs

The following information must be presented at the time of submittal/resubmittal
in order for the application to be accepted.

Applications will not be held pending receipt of any missing information.

Plat/Plan Copies Required: Initial submittal: 3 hard copies and 1 digital copy (PDF)
 Initial resubmittal: 1 digital (PDF)
 Final resubmittal: 1 hard copy and 1 digital (PDF and DWG)
 Please e-mail digital copies, to: planeng@rutherfordcountyttn.gov

Project Name: _____

Preliminary Plans

- | Included | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Application and Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Will Serve Letters (CUD, MTEM, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Concept Plan and Maps (Consent to Drain, if Required) |
| <input type="checkbox"/> | <input type="checkbox"/> | E-911 Street Name Determinations |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Identified in the Pre-Application Meeting (e.g. Traffic Studies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Deed and Permission Letter (If Applicant is not Owner) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Final Plats/Resubdivisions/Combination Plats

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Application and Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Deed and Permission Letter (If Applicant is not Owner) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Site Plans

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Application and Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Bound Drainage Calculations and Maps (Consent to Drain, if Required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Plans, if Required (i.e. Landscape, Photometric, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Identified in the Pre-Application Meeting (e.g. Traffic Studies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Deed and Permission Letter (If Applicant is not Owner) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Construction Plans

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Required Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Bound Drainage Calculations and Maps (Consent to Drain, if Required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Note: Revision Submittals are required to have the COMPLETED Staff Comment Response Sheet with the revised drawings. Revised Construction Drawings are required to have an updated SWPPP.

Accepted by: _____

Date: _____