



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)

NOTES: The Development Tax is \$1,500 per lot; 50% is paid prior to recording the plat and 50% is paid prior to obtaining a building permit for each lot. The applicant is responsible for submitting final plats to the Rutherford County Register of Deeds Office for recording. Please contact the Register of Deed Office at 615.898.7870 for recording fees. Recorded plats become a part of the permanent files of the Planning and Engineering Department.

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 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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STAFF USE ONLY

Submittal Type	Fees	Total
Preliminary Plan/Final Plat (Major)	\$500 base fee/\$100 per lot	
Final Plat (Minor)/Resubs	\$100 base fee/\$50 per lot	
Site Plans	\$300 base fee	

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:
PDFs: ddemosi@rutherfordcountyttn.gov
DWGs: kpeay@rutherfordcountyttn.gov

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

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|--------------------------|--------------------------|--|
| <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.