

APPLICATION TO THE MARYVILLE REGIONAL PLANNING COMMISSION

City of Maryville
Development Services Department
 416 W. Broadway Avenue (located on the ground level)
 Maryville TN 37801
 (865)273-3500, Fax (865)273-3525
www.maryvillegov.com

John Jagger, Director of Development Services	Ext. 3500
Scott Poland, Land Development Administrator	Ext. 3509
Jackie Newton, Planning Assistant	Ext. 3502
Rachael Allmon, Administrative Assistant	Ext. 3500

Maryville Regional Planning Commission Members

(The Commission is composed of nine-members - 7 city members and 2 urban growth boundary members)

Charles Blackburn, Vice-Chairman Fred Metz, legislative representative Grey McClain, Mayor's designee Bill Henegar	Mike Owens, Chairman 	Tom Hodge Lauren Kardatzke Steve Greene Keri Prigmore
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2012 MARYVILLE REGIONAL PLANNING COMMISSION SCHEDULE

Submittal Date (4 TH Monday by noon)	Meeting Date* (3 rd Monday)
December 26	January 17 (Tuesday)
January 23	February 20
February 27	March 19
March 16	April 16
April 23	May 21
May 28	June 18
June 25	July 16
July 23	August 20
August 27	September 17
September 24	October 15
October 22	November 19
November 26	December 17

*Subject to change

Instructions for Completing Application

1. Submit completed application by noon on the **4th Monday** along with the non-refundable fee payable to the City of Maryville. (See below)

Activity	Fee
Planned Unit Development	\$150.00
Impact Overlay District	\$150.00
Preliminary Subdivision Plat	1-2 lots \$100.00 3-10 lots \$150.00 11-30 lots \$300.00 31-50 lots \$400.00 Over 50 Lots \$500.00
Final Subdivision Plat	1-4 lots \$25.00 5-30 lots \$100.00 + \$10.00 per lot Over 30 lots \$100.00 + \$5.00 per lot
Called Meetings	\$500.00
Rezoning Requests	\$250.00
Alley Closings	\$250.00
Amendments to Text	\$150.00

2. If you are requesting a called meeting, the same procedures apply with the exception of the submittal deadline. Once you have paid the \$500.00 called meeting fee and submitted the application, a meeting will be scheduled at the earliest date that a quorum can be present and notification requirements can be met. Each agenda item shall constitute a separate item and shall therefore be subject to a separate called meeting charge as outlined in the section above.
3. Be sure that the application has been completely filled out. If a question is not applicable, please draw a line through the space provided or mark "n/a" (not applicable). **The Commission is not required to hear applications that are incomplete.** The burden of presenting a complete application to the Commission shall be upon the applicant.
4. The meetings are the **3rd Monday of each month at 5:00 p.m. (except January – Tuesday following 3rd Monday)** in the council chambers located on the middle level of the Maryville Municipal Center, 400 W. Broadway. **YOU OR YOUR REPRESENTATIVE MUST ATTEND THE MEETING; OTHERWISE, THE COMMISSION WILL NOT HEAR THE ITEM.**

For office use only:

	Completed application
	Fee paid
	Fifteen copies of plats

Application To The Maryville Regional Planning Commission

Applicant: _____ Date: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Address for Property: _____

Tax Map Number: _____ Group: _____ Parcel: _____

(May be obtained from web site www.assessment.state.tn.us/SelectCounty.asp or Blount County Property Assessor's Office 273-5850)

Please complete the following information if the applicant is not the property owner.

List below legal authority by which applicant may submit application (i.e. lessee, agents, contract vendee):

Property Owner: _____

Property Owner's Address: _____

Phone: _____ Fax: _____ Email: _____

Type of Submittal (check one):

Preliminary Plat	<input type="checkbox"/>
Final Plat	<input type="checkbox"/>
Rezoning	<input type="checkbox"/>
Alley/ROW Closing	<input type="checkbox"/>

Planned Unit Development	<input type="checkbox"/>
Impact Overlay District	<input type="checkbox"/>
Amendment to Text	<input type="checkbox"/>
Called Meeting	<input type="checkbox"/>

Use additional paper if necessary to complete the following.

Preliminary Plat (Describe the proposed plat)
Final Plat (Describe the proposed plat and any differences from the preliminary plat – if applicable)
Replat (Explain why property is being replatted, what lot lines are being moved and why, etc.)
Rezoning (Please describe how property is currently being used and the proposed use)
Alley or ROW Closing (Describe the reason for the request to close)
Amendment to Text (Explain why the amendment is necessary)
Planned Unit Development or Impact Overlay District (Describe)

Applicant's Signature

Date