



City of Millersville
Planning Commission Application
1246 Louisville Highway Goodlettsville TN 37072
Phone (615) 859-0880 Fax (615) 851-1825
planning@cityofmillersville.com

General Information:

Project Name _____ Date _____
Project Address _____
Applicant Name _____
Applicant Email _____ Phone _____
Property Owner Name _____
Property Owner Email _____ Phone _____
County: Sumner _____ Roberston _____
Map _____ Group _____ Parcel ID _____ Current Zoning _____

Type of Application:

- ☐ Site-Plan Approval
- ☐ Rezone
- ☐ Minor Subdivision (up to 5 lots)
- ☐ Major Subdivision (more than 5 lots)
- ☐ Preliminary Plat Approval
- ☐ Final Plat Approval
- ☐ Other (specify) _____

Rezone Section Only: Proposed Zoning

- ☐ General Commercial (GC)
- ☐ Heavy Commercial (HC)
- ☐ Industrial (I)
- ☐ Rural Residential (RR)
- ☐ Estate Residential (ER)
- ☐ Suburban Residential
 - ☐ Suburban Residential District 1 (SR1)
 - ☐ Suburban Residential District 2 (SR2)



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Required Signatures:

PROPERTY OWNER(S) OR AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.) I understand that the Applicant listed below is the point of contact for the City of Millersville concerning this application:

Property Owner (printed)

Address:

Phone Number: Mobile #

Email:

Signature:

Date:

APPLICANT: NOTE: I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the submittal lacks any of the information required for the application type, and if incomplete will not be heard by the Planning Commission. I also understand that other information may be requested by the Planning Department during review, relevant to the request. As the point of contact for this application I understand that it is my responsibility to share information with others as needed.

Applicant- if different than above (printed)



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Address:

Phone Number: Mobile #

Email:

Signature:

Date:

Authorized Agent- if different than above (printed)

Address:

Phone Number: Mobile #

Email:

Signature:

Date:



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Required Items for Submittal:

Materials Required to be Submitted with the Application.

Site-plan Approval:

- 1) Site-plan application plus the application fee.**
- 2) Property owner authorization letter.**
- 3) Site-plan drawn at a scale not smaller than 1" = 200ft showing:**
 - a. Boundaries and site orientation.
 - b. External access.
 - c. Surrounding development.
 - d. The shape, size, and location of all existing on the site.
 - e. The existing and intended use of the lot and structures upon it.
 - f. Topographic features, both existing and proposed, with contours.
 - g. Location of all driveways and entrances.
 - h. Location and layout of all parking areas (Dimensions shall be shown).
 - i. Location of all accessory off-street loading berths.
 - j. Location of open space.
 - k. Proposed ground coverage, floor areas and elevations, and building heights.
 - l. Position of screening measures (materials specified).
 - m. Position of screen planting (type of planting specified).
 - n. Proposed means of drainage and facilities.
 - o. Location of all easements and rights-of-way.
 - p. Location of floodplain and floodways.
 - q. Location, elevations, and sizes of all utilities, including fire hydrants.
 - r. Specifications and dimensions of proposed signs.
- 4) Legal description of the site.**
- 5) 1 electronic copy and 2 paper copies of the site-plan****

Zoning Amendment (Rezone):

- 1) Zoning amendment application plus the application fee.**
- 2) Justification for the rezone.**
- 3) Legal description of the site to be rezoned.**
- 4) Site overview of the property showing:**
 - a. Title, north arrow, graphic scale, date, Map & Parcel #, legal description and the acreage to be rezoned.
 - b. Dimensions in feet of the property to be rezoned.
 - c. All roads and Easements within or adjoining property to be rezoned.
 - d. Location, size, type and current use of any building and structures on the property to be rezoned.

- e. Show the proposed use, location, size, and type of prospective structures on the site.
- 5) Identification of all adjoining property owners in relation to the property being rezoned.
- 6) 1 electronic copy and 2 paper copies of an overview of the site. **

Subdivision or Plat Approval:

- 1) **Subdivision or Plat application plus fees;**
- 2) Legal description of the property.
- 3) Scale drawing/survey of the proposed subdivision.
- 4) Construction plans of any proposed public or common improvements.
- 5) 1 electronic copy and 2 paper copies of the survey and construction plans each. ***

****After final approval of the plans, 10 paper copies are required for submittal.**

*****After final approval, 14 paper copies and one electronic copy are required for submittal.**



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Fees

Planning Submission Fees:

The fee includes plan review, design review, and staff comments; it does not include the engineering fees. Engineering fees are funded by the developer through a pass-through form, supplied by the City.

**Submissions will also incur an administrative fee of \$20.00*

- Residential- Contact the Department
- Minor Subdivision (less than 5)- **\$500.00**
- Major Subdivision (more than 5)- **\$650.00**
- Multi-Family Residential- **\$750.00**
- Commercial/Industrial- **\$1000.00**
- PUD-Multi-Family, Commercial, and/or Rec Spaces- **\$1500.00**

Planning Commission Application Fees:

- Residential Minor Subdivision (less than 5 lots)- **\$500.00**
- Residential Major Subdivision (more than 5 lots)
 - \$350.00** for sketch plat
 - \$450.00 + \$20.00/lot** for preliminary plat or site plan
 - \$500.00** for final plat or site plan
- Commercial/Industrial Site Plan - **\$400.00**
- Rezone- **\$400.00**
- Annexation- **\$400.00**
- PUD Master Site Plan- **\$950.00 + \$25.00** per intended lot



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Planning Commission Deadline & Meeting Schedule 2025

Application Deadline	Staff Comments Due	Revisions Due	Revision Feedback	Revisions Due	Staff Decision	Complete Submittal Deadline	Planning Commission Meeting Date
December 16, 2024	December 19, 2024	December 26, 2024	December 30, 2024	January 3, 2025	January 7, 2025	January 10, 2025	January 14, 2025
December 23, 2024	January 3, 2025	January 10, 2025	January 17, 2025	January 24, 2025	January 31, 2025	February 3, 2025	February 11, 2025
January 20, 2025	January 31, 2025	February 7, 2025	February 14, 2025	February 21, 2025	February 28, 2025	March 3, 2025	March 11, 2025
February 14, 2025	February 28, 2025	March 7, 2025	March 17, 2025	March 21, 2025	March 28, 2025	March 31, 2025	April 8, 2025
March 24, 2025	April 4, 2025	April 11, 2025	April 21, 2025	April 25, 2025	May 2, 2025	May 5, 2025	May 13, 2025
April 21, 2025	May 2, 2025	May 9, 2025	May 19, 2025	May 23, 2025	May 30, 2025	June 2, 2025	June 10, 2025
May 19, 2025	May 30, 2025	June 6, 2025	June 16, 2025	June 20, 2025	June 27, 2025	June 30, 2025	July 8, 2025
June 23, 2025	July 3, 2025	July 11, 2025	July 21, 2025	July 25, 2025	August 1, 2025	August 4, 2025	August 12, 2025
July 21, 2025	August 1, 2025	August 8, 2025	August 18, 2025	August 22, 2025	August 27, 2025	August 29, 2025	September 9, 2025
August 25, 2025	September 5, 2025	September 12, 2025	September 22, 2025	September 26, 2025	October 3, 2025	October 6, 2025	October 14, 2025
September 22, 2025	October 3, 2025	October 10, 2025	October 20, 2025	October 24, 2025	October 31, 2025	November 3, 2025	November 11, 2025
October 20, 2025	October 31, 2025	November 7, 2025	November 17, 2025	November 21, 2025	November 28, 2025	December 1, 2025	December 9, 2025

Deadline changed due to observed holiday