



City of Millersville Planning Commission Application

1246 Louisville Highway Millersville, TN 37072
Phone: (615) 859-0880 Fax (615) 851-1825
planning@cityofmillersville.com

General Information:

Project Name: _____ Date: _____

Applicant Name: _____

Applicant Email: _____ Phone: _____

Property Owner Name: _____

Property Owner Email: _____ Phone: _____

Project Address: _____

County: Sumner _____ Robertson _____

Map: _____ Group: _____ Parcel ID: _____

Current Zoning: _____

Type of Application

☐ Site-Plan Approval

☐ Zoning Amendment (Rezone)*

☐ Subdivision

☐ Major 6+ Lots ☐ Minor 2-5 Lots

☐ Plat Approval

☐ Preliminary ☐ Final

☐ Other (specify): _____

Rezone Only (Proposed Zoning)

☐ Rural Residential (RR)

☐ General Commercial (GC)

☐ Estate Residential (ER)

☐ Heavy Commercial (HC)

☐ Suburban Residential (SR)

☐ District 1 ☐ District 2

☐ Industrial (I)

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: _____ **Email:** _____

Signature: _____ **Date:** _____

Authorized Agent (printed): _____

Address: _____

Phone: _____ **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 staff, the Planning Commission and/or the City Commission 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.

Authorized Agent (printed): _____

Address: _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____



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Required Items for Submittal:

Materials Required to be Submitted with the Application.

Site-plans for approval, rezone, and subdivision/plat MUST be approved by and fees made payable to the City of Millersville Planning Department prior to the planning commission meeting.

Site-plan Approval:

- 1) **Site-plan submission, application, and the checklist attached.**
- 2) Property owner authorization letter.
- 3) Legal description of the site.
- 4) 1 electronic copy and 2 paper copies of the site-plan**
- 5) **Planning Commission Fee**

Zoning Amendment (Rezone):

- 1) **Zoning amendment submission, application, and checklist attached.**
- 2) Justification for the rezone.
- 3) Legal description of the site to be rezoned.
- 4) Identification of all adjoining property owners in relation to the property being rezoned.
- 5) **Planning Commission Fee**
- 6) 1 electronic copy and 2 paper copies of an overview of the site. **

Subdivision Approval:

- 1) **Subdivision submission, application, and the checklist attached.**
- 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) **Planning Commission Fee**
- 6) 1 electronic copy and 2 paper copies of the survey and construction plans each. ***

Plat Approval:

- 1) **Plat approval application plus checklist attached;**
- 2) Legal description of the property.
- 3) Scale drawing/survey of the proposed plat.
- 4) Construction plans of any proposed public or common improvements.
- 5) **Planning Commission Fee**
- 6) 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.**

Planning Commission Application Fees:

Site-plan Approval	\$300.00	
Zoning Amendment (Rezone)	\$300.00	
Preliminary Plat-Approval	\$250.00	
Final Plat Approval	\$250.00*	*Residential Plat-Approval \$250 + \$20/lot
Subdivision Major	\$300.00 + \$20/lot	6+ lots
Subdivision Minor	\$300.00	2-5 lots

Design Review and Engineering Fees:

Design and Zoning Review Residential	\$300.00
Design and Zoning Review Commercial/Industrial	\$700.00
Engineering Review	Varies



City of Millersville Planning Department 2022-2023 Planning Commission Deadline & Meeting Schedule

Application Deadline	Staff Comments Due	Revisions Due	Revision Feedback Due	Revisions Due	Staff Decision	Complete Submittal Deadline	PC Package Availability Date	Agenda Post Date	Planning Commission Meeting Day
Sept 25th 2023	Oct 6th 2023	Oct 13th 2023	Oct 20th 2023	Oct 27th 2023	Oct 30th - Nov 3rd 2023	Nov 6th 2023	Nov 8th 2023	Nov 9th 2023	Nov 14th 2023
Oct 23rd 2023	Nov 3rd 2023	Nov 9th 2023	Nov 17th 2023	Nov 22nd 2023	Nov 27th - Dec 1st 2023	Dec 4th 2023	Dec 7th 2023	Dec 8th 2023	Dec 12th 2023
Nov 27th 2023	Dec 8th 2023	Dec 15th 2023	Dec 22nd 2023	Dec 29th 2023	Jan 2nd - Jan 5th 2024	Jan 8th 2024	Jan 11th 2024	Jan 12th 2024	Jan 16th 2024
Dec 26th 2023	Jan 5th 2024	Jan 12th 2024	Jan 19th 2024	Jan 26th 2024	Jan 29th - Feb 2nd 2024	Feb 5th 2024	Feb 8th 2024	Feb 9th 2024	Feb 13th 2024
Jan 22nd 2024	Feb 2nd 2024	Feb 9th 2024	Feb 16th 2024	Feb 23rd 2024	Feb 26th - Mar 1st 2024	Mar 4th 2024	Mar 7th 2024	Mar 8th 2024	Mar 12th 2024
Feb 20th 2024	Mar 1st 2024	Mar 8th 2024	Mar 15th 2024	Mar 22nd 2024	Mar 25th - Mar 28th 2024	Apr 1st 2024	Apr 4th 2024	Apr 5th 2024	Apr 9th 2024
Mar 25th 2024	Apr 5th 2024	Apr 12th 2024	Apr 19th 2024	Apr 26th 2024	Apr 29th - May 3rd 2024	May 6th 2024	May 9th 2024	May 10th 2024	May 14th 2024
Apr 22nd 2024	May 3rd 2024	May 10th 2024	May 17th 2024	May 24th 2024	May 28th - May 31st 2024	Jun 1st 2024	Jun 6th 2024	Jun 7th 2024	Jun 11th 2024
May 20th 2024	May 31st 2024	Jun 7th 2024	Jun 14th 2024	Jun 21st 2024	Jun 24th - Jun 28th 2024	Jul 1st 2024	Jul 3rd 2024	Jul 5th 2024	Jul 9th 2024
Jun 24th 2024	Jul 5th 2024	Jul 12th 2024	Jul 19th 2024	Jul 26th 2024	Jul 29th - Aug 2nd 2024	Aug 5th 2024	Aug 8th 2024	Aug 9th 2024	Aug 13th 2024
Jul 29th 2024	Aug 9th 2024	Aug 16th 2024	Aug 23rd 2024	Aug 30th 2024	Sept 3rd - Sept 6th 2024	Sept 9th 2024	Sept 12th 2024	Sept 13th 2024	Sept 17th 2024
Aug 26th 2024	Sept 6th 2024	Sept 13th 2024	Sept 20th 2024	Sept 27th 2024	Sept 30th - Oct 4th 2024	Oct 7th 2024	Oct 10th 2024	Oct 11th 2024	Oct 15th 2024
Sept 23rd 2024	Oct 4th 2024	Oct 11th 2024	Oct 18th 2024	Oct 25th 2024	Oct 28th - Nov 1st 2024	Nov 4th 2024	Nov 7th 2024	Nov 8th 2024	Nov 12th 2024
Oct 21st 2024	Nov 1st 2024	Nov 8th 2024	Nov 15th 2024	Nov 22nd 2024	Nov 25th - Nov 27th 2024	Dec 2nd 2024	Dec 5th 2024	Dec 6th 2024	Dec 10th 2024

Deadline Changed Due To City Observed Holiday