

# APPLICATION TO MARYVILLE MUNICIPAL PLANNING COMMISSION

<p><b>City of Maryville</b>  <b>Development Services Department</b>                  416 W. Broadway Avenue (located on the lower level)                  Maryville TN 37801                  (865)273-3500, Fax (865)273-3525                  Email: <a href="mailto:development@maryville-tn.gov">development@maryville-tn.gov</a>  <a href="http://www.maryvillegov.com">www.maryvillegov.com</a></p>		
<p>Staff Contact: Jordan Clark, AICP, Deputy Development Services Director</p>	<p>273-3520 <a href="mailto:jlclark@maryville-tn.gov">jlclark@maryville-tn.gov</a></p>	

## Maryville Planning Commission Members

Keri Prigmore, Chair  
 Suzette Donovan, Vice Chair  
 Steve Greene, Secretary  
 Fred Metz, Legislative Representative

Greg McClain, Mayor’s designee  
 Tom Hodge  
 Dan Monat

### 2021 MARYVILLE PLANNING COMMISSION SCHEDULE

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

## Instructions for Completing Application

1. Submit completed application by noon on the **4<sup>th</sup> 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 **3<sup>rd</sup> Monday of each month at 5:00 p.m.** 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.**

**For office use only:**

	Completed application
	Fee paid
	Seven copies of plats

# Application To Maryville Municipal Planning Commission

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Tax Map Number: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_  
*(May be obtained from web site [https://assessment.cot.tn.gov/RE\\_Assessment](https://assessment.cot.tn.gov/RE_Assessment) or Blount County Property Assessor's Office 273-5850)*

Address of Property: \_\_\_\_\_

\*\*\*\*\*

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		Alley/Right-of-way closure	
Final Plat		Impact Overlay District or PUD	
Future Land Use Map Amendment		Amendment to Text	
Rezoning		Called Meeting	

Use additional paper if necessary to complete the following and attach any supporting materials.

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.)
Future Land Use Map Amendment (Describe the proposed classification)
Rezoning (Please describe how property is currently being used and the proposed zoning district)
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