

APPLICATION TO MARYVILLE MUNICIPAL PLANNING COMMISSION

City of Maryville
Development Services Department
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273-3520
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Maryville Planning Commission Members

Keri Prigmore, Chair
Suzette Donovan, Vice Chair
Dan Monat, Secretary
Fred Metz, Legislative Representative

Greg McClain, Mayor's designee
Tom Hodge
Steve Greene

2023 MARYVILLE PLANNING COMMISSION SCHEDULE

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

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.** 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: _____

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	<input type="checkbox"/>	Planned Unit Development	<input type="checkbox"/>
Final Plat	<input type="checkbox"/>	Impact Overlay District	<input type="checkbox"/>
Rezoning/FLUM Change	<input type="checkbox"/>	Amendment to Text	<input type="checkbox"/>
Alley/ROW Closing	<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 and/or FLUM Change (Please describe how property is currently being used and the requested FLUM or zoning change)
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