

Bartlett Planning and
Economic Development Department
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Bartlett Planning Commission
Application for Special Use Permit Approval

Consultation with the staff is encouraged prior to the completion of this application form.

Requested Special Use _____

Property Address _____

Present Zoning _____

Owner/Developer Contact _____ Phone _____

Company Name _____ Fax _____

Address _____

Email Address _____

Architect Contact _____ Phone _____

Company Name _____ Fax _____

Address _____

Email Address _____

Engineer Contact _____ Phone _____

Company Name _____ Fax _____

Address _____

Email Address _____

Submitted by _____

(printed name)

(signature)

(date)

Email Address _____ Phone _____ Fax _____

_____ Acknowledge (by initials in the blank to the left) that the “**Application Instructions: Planning Commission**” were obtained and read prior to submitting this application.

_____ Attach a checked-off “**Special Use Permit Checklist**” and all items required therein.

_____ Provide 18-folded (± 10”x13”) sets of plans with a copy of the signed application attached to each set.

_____ Provide an electronic PDF file of the plans. Note that an updated electronic file is required when plans are revised. The electronic file shall be labeled with the project name and accurately dated.

_____ Include a fee with this application (check payable to the City of Bartlett) of \$500 for five (5) acres or less, plus \$50 per acre (after the first five) to a maximum of \$3,000. **The fee is not refundable.**

I, the property owner(s) hereby authorize the filing of this application.

(print name)

(signature)

(date)

Special Use Permit Checklist

Plot Plan and Legal Description (each parcel, if more than one)

- I. ___ Plot plan, drawn to scale, showing the following information for each parcel, (several parcels may be included on one sheet):
 - A. ___ Adjoining public street rights-of-way
 - B. ___ Area (acres)
 - C. ___ Present zoning
 - D. ___ Requested special use, including purpose (attach statement, one page maximum)
 - E. ___ Area in which buildings are proposed to be located, showing setback dimensions from line.
 - F. ___ Drainage
 - G. ___ Ingress and egress to the property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - H. ___ Off-street parking and loading areas where required, with particular attention to the items in (G) above and the economic, noise, glare, or odor effects of the special permit on adjoining properties and properties in the district.
 - I. ___ Refuse and service areas, with particular reference to the items in (G) and (H) above.
 - J. ___ Utilities with reference to locations, availability, and compatibility.
 - K. ___ Screening and buffering with reference to type, dimensions, and character.
 - L. ___ Type and location of any easements.

- M. ___ Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
- N. ___ Required yards and other open spaces
- O. ___ General compatibility with adjacent properties and other properties in the district
- P. ___ If Site Plan application and approval are necessary, conformance to Tree Ordinance is required.
- Q. ___ Other pertinent information considered relevant as required through staff consultation.
- R. ___ Legal description (may be attached to plot plan).
- S. ___ One (1) PDF file of the plot plan, for display at the Planning Commission meeting.

Vicinity Map

- I. ___ Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 1,000-foot radius. Every parcel shall indicate owner's name and the streets, roads or alleys that each parcel fronts upon.
- II. ___ One (1) PDF file of the vicinity map, for display at the Planning Commission meeting.

Property Owners

- I. ___ List of all property owners within 1,000 feet or a minimum of fifty (50) property owners, whichever results in the greater number of owners. A copy of the mailing labels may serve as the list.
- II. ___ Self-adhesive mailing labels for the list of property owners (two sets).

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED