

APPLICATION TO MARYVILLE MUNICIPAL PLANNING COMMISSION

City of Maryville
Development Services Department
 416 W. Broadway Avenue (located on the lower level)
 Maryville TN 37801
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www.maryvillegov.com

Staff Contact: Mike Brusseau, AICP,
 Land Development Administrator

273-3507
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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

2024 MARYVILLE PLANNING COMMISSION SCHEDULE

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

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 or Annexation 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 Final Plat Rezoning/FLUM Change Alley/ROW Closing Annexation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Planned Unit Development Impact Overlay District Amendment to Text Called Meeting	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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.)
Annexation (Describe reason for request)
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