

1. Consent Agenda
Consent Agenda Description
2. Approval Of Minutes
Approval of Minutes Description
3. Site Dev Plan 1 Test
Description ASKJDLKJL:ASKJL:FA

Documents:

[APPLICATION_LANDDISTURBANCEPERMIT.PDF](#)
[APPLICATION_MOBILEVENDING.PDF](#)
[APPLICATION_NONCONFORMITY APPLICATION.PDF](#)
[APPLICATION_PC.DOCX](#)
[APPLICATION_PC.PDF](#)

4. Test Item 2
Request for test item 2.

Documents:

[APPLICATION_MINORPLAT.PDF](#)
[APPLICATION_LANDDISTURBANCEPERMIT.PDF](#)



Application for Land Disturbance Permit

Site Information

Project Name			
Address/Location			
	Tax Map:	Group:	Parcel:
Summary of Nature of Work			

Developer

Name		Phone	
Address		Email	

Engineer

Name		Phone	
Company		Email	

Good for 18 Months from Date of Issue

Disturbed Area (Acres): _____ Amount Due: \$ _____

- The plan review fee is based on the disturbed site area of the plan and is \$250 plus \$25 for each additional acre, or portion of an acre, over one acre.
- This review fee pays for review of the initial submittal and the review of two subsequent set resubmittals.
- Any additional subsequent sets will be assessed a fee of half of the original submittal fee.

Acres	Amount
0.00 - 1.00	\$250
1.01 - 2.00	\$250+1(\$25) = \$275
2.01 - 3.00	\$250+2(\$25) = \$300
3.01 - 4.00	\$250+3(\$25) = \$325
4.01 - 5.00	\$250+4(\$25) = \$350
5.01 - 6.00	\$250+5(\$25) = \$375
6.01 - 7.00	\$250+6(\$25) = \$400
8.01 - 9.00	\$250+7(\$25) = \$425
9.01 - 10.00	\$250+8(\$25) = \$450
↓	↓



CERTIFICATE OF NONCONFORMITY

APPLICATION

Development Services
700 North Garden Street
Columbia, TN 38401

WHAT IS A NONCONFORMITY?

A nonconformity is any use of land, building or structure, including an accessory use, which does not comply with the Zoning Code regulations of the zoning district in which a property is located, unless granted by Variance. Nonconforming uses are often referred to as grandfathered uses.

WHAT IS THE PURPOSE OF A CERTIFICATE OF NONCONFORMITY?

The Certificate of Nonconformity shall establish the legality of a nonconformity including intensity, vacancy or percentage of damage or shall be used to assess the proposed preoccupation or reuse of any nonconforming use of land, building or structure. **The burden of proof for establishing a nonconformity is, in all cases, upon the applicant. The failure to provide sufficient evidence for approval of a nonconformity will result in a denial of the Certificate of Nonconformity.**

HOW IS A CERTIFICATE OF NONCONFORMITY APPLICATION SUBMITTED?

Applications MUST be submitted to the Development Services Office at City Hall. In some cases, appointments may be required.

APPLICATION REQUIREMENTS

ADDRESS: _____

Survey map of site plan

Floor plans (labeled & drawn to scale)

Photos (interior & exterior, labeled)

Intensity of use: Affidavits, sworn to and notarized, describing both the proposed and the previous uses indicating: **(a)** Size of operation (sq. ft.) **(b)** Hours and days operation **(c)** Volume and type of sales **(d)** Processing activities **(e)** Nature and location of storage **(f)** Transportation needs by volume & type **(g)** Parking & loading needs **(h)** Noise, smoke, odor, glare, vibration, radiation, & fumes.

Vacancy/Discontinuance: Affidavits, sworn to and notarized, by persons who have been familiar with, but who have no financial interest in, the property and its use, establishing: **(a)** The name, phone number, & address of the person making the affidavit; **(b)** An acknowledgement that the purpose of the affidavit is to legalize the use of the structure; **(c)** The affiant's relationship to the property and length of time familiar with it; **(d)** The prior and the proposed uses of the property; **(e)** The manner in which the property was known to have been used; **(f)** How long the proposed and the prior uses may have occupied the property; **(g)** Any known periods of use, or vacancy and discontinued use, of the property.

Other documents to support this application such as rental receipts, utility records, tax records, Receipts from contractors, receipts from associated businesses, etc.;

Built-as condition: Documentation of how the affected building was originally designed, such as floor plans, photos, Sanborn Map (ask Zoning Staff), etc.

Other:

NOTE: ANY CERTIFICATE OF NONCONFORMITY ISSUED BASED UPON FALSE INFORMATION SHALL BECOME NULL AND VOID.

APPLICATION CERTIFICATE OF NONCONFORMITY

[PLEASE TYPE OR PRINT IN DARK INK]

PROPERTY LOCATION:

APPLICANT: _____

ADDRESS: _____ **ZIP CODE:** _____

PHONE/FAX/EMAIL: _____

INTEREST IN PROPERTY: Owner _____ Lessee _____ Other _____

REQUEST (Give complete & accurate description):

DOES THE REQUESTED USE CURRENTLY EXIST? IF SO, WHEN DID IT COMMENCE?

HOW IS THIS PROPERTY CURRENTLY OCCUPIED AND USED? (Show on floor plan and survey map.)

DESCRIBE PRIOR USES OF THE PROPERTY AND THE LOCATION OF THOSE USES WITHIN THE STRUCTURE AND PREMISES:

DESCRIBE WHEN, WHERE, AND WHY THE PROPERTY VACANCIES OCCURRED:

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the activity described, if approved, will be completed and/or conducted in accordance with the conditions and terms of that approval.

SIGNATURE: _____ DATE:

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission for approval.

SIGNATURE: _____ DATE:

[FOR OFFICE USE ONLY]

ADDRESS: _____ FILE NUMBER: _____ DATE FILED:



PLANNING COMMISSION
 PROJECT DEVELOPMENT APPLICATION
DEADLINE: 3RD MONDAY OF THE MONTH AT 4:00 PM

ADDRESS/LOCATION			
	TAX MAP:	GROUP:	PARCEL:
SUMMARY OF NATURE OF REQUEST AND WORK			

REQUEST DATE FOR PRE-APPLICATION CONFERENCE		<i>Pre-application meetings are scheduled for Wednesdays between 8 and 10 am. Meeting must be requested by Monday of the same week.</i>
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SUBMITTAL REQUIREMENTS
25 copies of plan + PDF
Fold all submittals larger than 8½" x 11"

SELECT REQUEST	PLAN SHALL INCLUDE
<input type="checkbox"/> Annexation <input type="checkbox"/> Annexation & Rezoning <input type="checkbox"/> Rezoning <input type="checkbox"/> Sketch Plat – <i>Must be submitted at least two weeks prior to Preliminary Plat submittal</i> <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> PUD Master Plan <input type="checkbox"/> PUD Final Plan <input type="checkbox"/> Multi-Family Site Plan <input type="checkbox"/> Other: _____	<u>Annexations/Rezoning:</u> <ul style="list-style-type: none"> • Written Legal Description required • Requested zone • Compliance with Comprehensive Plan <i>Additional public notice is required for comprehensive plan amendments. See meeting schedule for dates.</i> • Annexation Permission Form <u>Plats/PUDs:</u> <ul style="list-style-type: none"> • Project Name (include Sections & Phases) • Total Number of Lots • Total acreage

Applications and all required submittals must be filed with the Department of Development Services prior to the established deadline. Both the applicant and property owner (if different from applicant) must sign the application. A representative for the project is required to be present at the meeting, at the request of the Commission.



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APPLICANT

NAME		PHONE	
ADDRESS		EMAIL	

** All communications go to the Applicant's email that is provided.*

PROPERTY OWNER

NAME		PHONE	
ADDRESS		EMAIL	

In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of Columbia & (2) all information contained herein is accurate & true to the best of my knowledge.

_____	_____	_____
APPLICANT NAME	APPLICANT SIGNATURE	DATE

** Zoning Ordinance Article 3.3.3, Applications will be reviewed for completeness within 5 days of submittal. Incomplete applications will be removed and the applicant will be notified by certified mail listing incomplete information.**

_____	_____	_____
PROPERTY OWNER NAME	PROPERTY OWNER SIGNATURE	DATE

STAFF USE ONLY

DOCKET NO.	FEE PAID
RECEIPT NO.	REQUESTED AGENDA

DATE NOTICES SENT TO ADJACENT PROPERTY OWNERS	
DATE OF PUBLIC NOTICES IN DAILY HERALD	

BOARD ACTION	
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MINOR PLAT SUBMITTAL

APPLICANT

NAME		PHONE	
ADDRESS		EMAIL	

OWNER OF RECORD

NAME		PHONE	
ADDRESS		EMAIL	

SITE INFORMATION

ADDRESS/LOCATION			
	TAX MAP:	GROUP:	PARCEL:
SUMMARY OF SUBDIVISION			

CHECKLIST

- North arrow, legend and site vicinity map
- Graphic scale: between 1 in. =10 ft. and 1 in. =100 ft.
- Square footages and lot numbers of all proposed lots
- The exact boundary lines of the tract, determined by a field survey, showing angles to the nearest hundredth and distances to the nearest hundredth of a foot. See Title 62, Chapter 18 TCA for the class of survey required.
- Iron pins required for all modified or created lot lines.
- Names of property owner and all adjoining property owners with Maury County Deed Book and Page Number referenced.
- 100 yr. Floodplain (F-P) and Floodway (F-W) boundaries with elevations and the exact location of the nearest benchmark. Indicate the Flood Insurance Rate Map (FIRM) panel number, its effective date and flood insurance zones. If lots adjoin the floodplain or floodway, provide elevation certificates and minimum floor elevations if applicable.
- The location of all public ways, easements, water bodies, streams, rivers ponds, wetlands, railroads, parks, cemeteries, aquatic buffers, and other features
- Size, type, and location of any surface or subsurface structures existing within or immediately adjacent to the subdivision.
- All public and private utility locations, sizes, types, and name of utility company
- Show all stormwater conveyances and structures, indicating the direction of flow
- Related plat certificates (See Appendix A. of Subdivision Regulations)
- Paper size to be no more than 24"x36" and no less than 8 1/2" x 14"

THIS CHECKLIST MUST BE FILLED OUT TO COMPLETION AND SUBMITTED WITH THE MINOR PLAT TO BE CONSIDERED FOR REVIEW.

PRINT NAME

SIGNATURE

DATE

AMOUNT DUE: \$_____



APPLICATION FOR LAND DISTURBANCE PERMIT

SITE INFORMATION

PROJECT NAME			
ADDRESS/LOCATION			
	TAX MAP:	GROUP:	PARCEL:
SUMMARY OF NATURE OF WORK			

DEVELOPER

NAME		PHONE	
ADDRESS		EMAIL	

ENGINEER

NAME		PHONE	
COMPANY		EMAIL	

GOOD FOR 18 MONTHS FROM DATE OF ISSUE

DISTURBED AREA (ACRES): _____ AMOUNT DUE: \$ _____

- The plan review fee is based on the disturbed site area of the plan and is \$250 plus \$25 for each additional acre, or portion of an acre, over one acre.
- This review fee pays for review of the initial submittal and the review of two subsequent set resubmittals.
- Any additional subsequent sets will be assessed a fee of half of the original submittal fee.

I certify, under penalty of law, that I have reviewed this document and understand the erosion prevention and sediment control requirements herein. I agree to implement and follow the provisions of the permit for the construction site. I understand that these requirements will be inspected and enforced by the City of Columbia and failure to comply may result in the issuance of a "stop work order" and/or other penalties until compliance is accomplished. The undersigned shall be responsible for complying with this permit and any provision of the city of Columbia Stormwater Management Ordinance.

PRINT NAME		SIGNATURE	DATE

FEE PAID _____ DATE PAID _____ RECEIPT NO. _____ REC'D BY _____

The following checklist must be completed for the submittal to be considered for review.

SUBMITTAL GUIDELINES

- Provide 1 paper set of construction plans.
- Provide digital copies of construction plans and all supporting documentation. Submit all required documents electronically. Plan sheets should be appropriately compiled into one file. Plans and plats shall be vector format.
- Electronic documents should be emailed to development@columbiatn.com. If the files are oversized, please provide a file sharing link.

Please do not submit scanned documents, only digital files of original documents.

CONSTRUCTION PLAN SUBMITTAL CHECKLIST

- Land Disturbance Permit Application and Fee
- Stormwater Calculations and Stormwater Management Plan (SWMP)
- Grading and Drainage Sheet Detailing All Permanent Stormwater Controls
- Stand Alone Erosion and Sediment Control Sheets (2 Minimum)
- Benchmark location using TN State Plane NAD 83 FIP 4100, H
- Landscaping Plan; If None, Reason: _____
- Photometric Plan; If None, Reason: _____
- Title Sheet Containing: Permanent Project Name, Index, Vicinity Map, Map and Parcel No., Engineer's Seal Signed and Dated, Space Designated for TDEC Tracking No.

STORMWATER MANAGEMENT PLAN (SWMP) CHECKLIST

- Narrative
- Topographic/Drainage Maps
- Technical Specifications and Site-Specific Details of Proposed Structural BMPs
- Drainage System and Infrastructure Calculations
- Peak Runoff Flow Calculations