



PLANNING COMMISSION
PROJECT DEVELOPMENT APPLICATION

SUBMITTAL REQUIREMENTS

Final Plat: * 1 hard copy of all materials for submittal + PDF copy on a USB flash drive (no multiple applications on one storage device)

Fold hard copy submittals larger than 8½"x11"

All Others: * Please submit the Application online at [City of Columbia | Permitting \(onlana.com\)](http://City of Columbia | Permitting (onlana.com))

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

DATE OF PRE-APPLICATION CONFERENCE		<i>Pre-application meetings are scheduled for Wednesdays.</i>
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SELECT REQUEST	SUBMITTALS SHALL INCLUDE BUT NOT LIMITED TO:
<input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Annexation <input type="checkbox"/> Rezoning <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> PUD Preliminary Master Plan <input type="checkbox"/> PUD Final Site Plan <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Other:	<p><u>Annexations:</u></p> <input type="checkbox"/> Annexation Permission Form
	<p><u>Annexations/Rezoning/Plan Amendments:</u></p> <input type="checkbox"/> Requested Zone Listed <input type="checkbox"/> Statement of Compliance with Comprehensive Plan <input type="checkbox"/> Concept Plan
	<p><u>Preliminary Plats/Site Development Plans:</u></p> <input type="checkbox"/> Plans and/or Plats conforming to City standards with signed and completed check list
	<p><u>All Annexations/Rezoning/Preliminary Plats/Site Development Plans and PUDS:</u></p> <input type="checkbox"/> Receipt of Payment for Pre-Application Meeting <input type="checkbox"/> Written Legal Description copy <input type="checkbox"/> Columbia Water System Availability Letter <input type="checkbox"/> Columbia Waste Water Department Will Serve Letter
<p><i>*File naming nomenclature examples:</i></p> <p><i>Freedom Point Site Plan</i> <i>Freedom Point Master Plan</i> <i>Freedom Point Final Plat</i></p>	

	<u>Plats/PUDs:</u>
	<input type="checkbox"/> Project Name (include Sections & Phases)
	<input type="checkbox"/> Total Number of Lots/Residential Units
	<input type="checkbox"/> Square Footage of Non-Residential Floor Space
	<input type="checkbox"/> 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. Any requests to defer or move the item to future meeting dates must be requested by the resubmittal date listed on the Planning Commission schedule.

APPLICANT

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

NAME		PHONE	
ADDRESS		EMAIL	

PROPERTY OWNER NAME		PHONE	
ADDRESS		EMAIL	

If owner is not a natural person, documentation must be provided showing signing authority on behalf of the entity. If multiple persons are listed as owners in the records of the Maury County Assessor, all owners must sign or the signatory must provide documentation of authority to apply on behalf of record owner (i.e., Power of Attorney or notarized Letter of Authorization). 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

PROPERTY OWNER NAME

PROPERTY OWNER SIGNATURE

DATE