



# Application for Site Plan Approval

City of Millington  
7930 Nelson Road  
Millington, TN 38053  
(901) 873-5701

Site Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

**Owner/Developer Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Engineer Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Architect Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ (printed name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

- Attach a completed **“Site Plan Checklist”** and all items therein.
- Include fee with this application. Fee is \$300.00 for 2 acres or less OR \$500.00 for greater than 2 acres. **Check payable to the City of Millington.**
- Acknowledge that the Ordinance for the Site Plan Review has been obtained and read prior to submitting this application. **(Municipal Ordinance 14-1201).**  
Initial here: \_\_\_\_\_

To be on the agenda and to be heard by the Planning Commission for review and recommendation, an application **must be submitted 30 days prior to the meeting.** Check the meeting calendar posted online. Incomplete applications will not be **NOT** be placed on the Planning Commission agenda.



# Site Plan Checklist

**The applicant shall either indicate that the following items have been completed by a check or that they are not applicable (n/a).**

**Requirements:**

- Name and address of proposed development
- Name, address, and phone number of the owner of record and the applicant
- Scale of no less than 1" = 100"
- Present zoning of the site and abutted property
- Date, and north point with reference to source of meridian
- Courses and distances of center lines of all streets (including names)
- All building restricting lines, highway setback lines, easements, covenants, reservations, and right-of-way
- The total land area
- Topography of existing ground and paved areas with elevations of streets, alleys, utilities, sanitary and storm sewers, buildings, and structures. Topography to be shown by dashed line illustrating, 2-foot contours and spot elevations where necessary to indicate flat areas.
- Detailed stormwater management plan meeting all requirements of "City of Millington Drainage Manual"
- Vicinity map showing the relationship of the proposed development to Millington

**The site plan shall show the location of the following:**

- Sidewalks, streets including names, curb cuts, alleys, easements, and utilities
- Buildings and structures
- Public sewer systems
- Slopes, terraces, and retaining walls
- Driveways, entrances, and existing parking areas and sidewalks, and garbage collection site
- Water mains and fire hydrants
- Trees and shrubs (including detailed descriptions and landscape plates)
- Recreational area and swimming pools
- Natural and artificial water courses
- Limits of flood plains, if any
- Proposed grading, surface drainage terraces, retaining wall heights, grades on paving areas, and ground floor elevations of proposed buildings and structures
- Proposed topography site shall be shown by contours
- Distance between buildings



# Site Plan Checklist

**The following completed certificates where applicable:**

- Owner
- Engineer (including seals)
- Storm Drainage, Sewer, and Water (City Engineering)
- Planning Commission
- Mortgage

**Other:**

- Breakdown of the following when applicable
  - Number of dwelling units
  - Number of parking spaces
  - Number of loading spaces
  - Number of commercial or industrial tenants and employees
- Location sketch map
- Name of adjoining landowners, developments
- Any and all public or private easements
- Building Elevations and landscaping details, and other data as required by Municipal Ordinance 14-1201
- Building and site lighting plans and examples of light fixtures
- Two copies of plans (folded) and supporting documents
- Electronic files of submitted data and plans
- Areas dedicated for public use
- Written boundary survey (if requested by City Engineer)
- Location and description of a clearly identified and verifiable point of beginning for the survey