

Subdivision ☐ Concept Plan* ☐ Final Plat**Zoning** ☐ Rezoning ☐ Plan Amendment***Development** ☐ Development Plan* ☐ Planned Development* ☐ Use on Review / Special Use* ☐ Hillside Protection COA*

*These application types require a [pre-application consultation](#) with Planning staff.

Applicant Name

Affiliation

Date Filed

Meeting Date (if applicable)

File Number(s)

Correspondence

All correspondence will be directed to the approved contact listed below.☐ Applicant ☐ Property Owner ☐ Option Holder ☐ Project Surveyor ☐ Engineer ☐ Architect/Landscape Architect

Name

Company

Address

City

State

ZIP

Phone

Email

Current Property Info

Property Owner Name (if different)

Property Owner Address

Property Owner Phone

Property Address

Parcel ID

Sewer Provider

Water Provider

Septic (Y/N)

Development Request

☐ Residential ☐ Non-Residential

RELATED CITY PERMIT NUMBER

Proposed Use

Specify if a traffic impact study is required: ☐ Yes (required to be submitted with application) ☐ No

Subdivision Request

		RELATED REZONING FILE NUMBER
Proposed Subdivision Name		
Unit / Phase Number	<input type="checkbox"/> Combine Parcels <input type="checkbox"/> Divide Parcel	Proposed Number of Lots (total)
<input type="checkbox"/> Other (specify) _____		
Specify if requesting: <input type="checkbox"/> Variance <input type="checkbox"/> Alternative design standard		
Specify if a traffic impact study is required: <input type="checkbox"/> Yes (required to be submitted with application) <input type="checkbox"/> No		

Zoning Request

		PENDING PLAT FILE NUMBER
<input type="checkbox"/> Zoning Change <u>Proposed Zoning</u> <u>Proposed Density (units/acre, for PR zone only)</u>		
<input type="checkbox"/> Sector Plan <input type="checkbox"/> One Year Plan <input type="checkbox"/> Comprehensive Plan		
<input type="checkbox"/> Plan Amendment Change <u>Proposed Plan Designation(s)</u>		
<input type="checkbox"/> If, in Knox county, submit plan amendment request with application <u>Previous Rezoning Requests</u>		
<input type="checkbox"/> Other (specify) _____		

Authorization

☐ **I declare under penalty of perjury** the foregoing is true and correct: **1)** He/she/it is the owner of the property AND **2)** The application and all associated materials are being submitted with his/her/its consent

Applicant Signature	Print Name / Affiliation	Date
Phone Number	Email	
Property Owner Signature	Please Print	Date Paid

Staff Use Only

☐ Administrative Review

ADDITIONAL REQUIREMENTS

☐ Property Owners / Option Holders

FEE 1	FEE 2	FEE 3	TOTAL

Public Notice and Community Engagement

Planning strives to provide community members with information about upcoming cases in a variety of ways. In addition to posting public notice signs, our agency encourages applicants to provide information and offer opportunities for dialogue related to their upcoming case(s). We require applicants to acknowledge their role in this process.

Sign Posting and Removal

The Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission require a sign to be posted on the property for each application subject to consideration by the Planning Commission.

Planning staff will post the required sign. If a replacement sign(s) is needed, the applicant is responsible for picking up the new sign(s) from Planning and will be charged \$10 for each replacement.

Location and Visibility

The sign must be posted on the nearest adjacent/frontage street and in a location clearly visible to vehicles traveling in either direction. If the property has more than one street frontage, the sign should be placed along the street that carries more traffic. Planning staff may recommend a preferred location for the sign to be posted at the time of application.

Timing

The sign(s) must be posted not less than 12 days prior to the scheduled Planning Commission public hearing and must remain in place until the day after the meeting. In the case of a postponement, the sign can either remain in place or be removed and reposted not less than 12 days prior to the next Planning Commission meeting. The applicant is responsible for removing the sign after the application has been acted upon by the Planning Commission.

Acknowledgement

By signing below, you acknowledge that public notice signs must be posted and visible on the property consistent with the guidelines above and between the dates listed below.

Date to be Posted

Date to be Removed

Have you engaged the surrounding property owners to discuss your request?

☐ Yes ☐ No

☐ No, but I plan to prior to the Planning Commission meeting

Applicant Signature

Applicant Name

Date