



# Maury County Regional Planning Commission

Walter Harlan Building # 5 -- 1<sup>st</sup> Floor  
Courthouse Square -- Columbia, TN 38401  
Office: (931) 375-3003

## REQUEST SPECIAL CALLED MEETING OF THE MCRPC

MCRPC File # \_\_\_\_\_

Name of Project:

Date of Application:

**Reason for the Request:** (include drawings & documents related to the topic(s) to be discussed.)

Summarize your request here. **Attach a letter with details of your request and the specific topic(s) to be discussed.**

### Applicant/Developer:

Company Name:

Name of person:

Address:

Phone Number:

Email:

### Property Owner(s): (attached additional sheets if more than one owners)

Name:

Address:

Phone Number:

Email:

### Property Information

Property is located near:

Property Address:

Tax Map

Parcel Number

Deed Book

Page Number

Plat Book

Plat Book Page

Date Recorded

### Engineer:

Company Name:

Name of Engineer:

TN Engineer License #:

Address:

Phone Number:

Email:



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**Surveyor:**

Company Name:

Name of Surveyor:  TN Surveyor License #:

Address:

Phone Number:  Email:

**Application Fee(s):**

Refer to the latest Application Fee Schedule. Coordinate with the Building & Zoning Office regarding the amount due in advance of submitting the application.  
(Make the check payable to Maury County. Cash must be in the Exact Amount to be accepted.)

**Fees must be submitted with the application – or the application will not be accepted for consideration.**

**Submittal Requirements and Submittal Deadlines: Submit a “pdf” of your presentation.**

The submittal for this request for a Special Meeting shall include drawings and documents related to the topics to be discussed. It is the applicant’s responsibility to provide information that is satisfactory to the Planning Commission. The applicant should be aware that the Planning Commission may require additional meetings to deliberate on your submittal if additional information is deemed necessary. **The applicant must comply with all County deadlines.**

**Subdivision Regulations and Zoning Resolution Compliance:**

The submittal is subject to the requirements of both the Subdivision Regulations and Zoning Resolution; both are available on-line at the Maury County website. The link is <http://www.maurycounty-tn.gov/>. Under the “Government” tab – click on “Building and Zoning” where the Subdivision Regulations, Zoning Resolution and other useful documents & information may be found.

**The parties associated with this application are responsible for reading and complying with the requirements related to this application.**

**Your application may be deemed incomplete due to lack of the required documents not being submitted at the time this application is submitted. This may result in this application not being reviewed and/or advanced to the Planning Commission until the required documents are submitted.**

**Property Owner Authorization**

By signing this application below, I am acknowledging and granting the submission of this application and stating the agents listed herein are authorized to act as my representative(s). If other agents are utilized to represent me, I will provide a letter acknowledging and stating the agents that are authorized to act as my representative(s). Authorization is also granted to Maury County and its representatives to enter upon the property for examinations & evaluations.

**Property Owner Signature** **Date:**

**Property Owner Signature** **Date:**

**Applicant/Developer Signature** **Date:**

## **Full Disclosure Agreement**

The applicant(s) and property owners are required to be completely honest and forthright with regard to representations made in all stages of the application process. Full disclosure by the applicant(s) and owner(s) of any and all proposed, projected or planned activities, services to be performed or business to be conducted on the realty described in the application process. Full disclosure includes, but is not limited to, representation(s) made by the applicant(s) or owner(s) to the Maury County Building and Zoning Department, the Maury County Tennessee Board of Zoning Appeals, Maury County Tennessee Regional Planning Commission, the Maury County Tennessee Chief Legislative Body, and any other governmental entity or department of Maury County, Tennessee.

No intended use, preparation or disturbance of the realty described in the application nor construction or pre-construction activity may commence thereon and no activity, services be performed and no business may be conducted thereon or proposed business to be performed thereon prior to approval thereof by all required governmental entities including, but not limited to, the entities heretofore referenced.

Any and all reasonably foreseeable future potential development by the applicant(s) of the realty described in the application must be disclosed at all stages of the application process prior to commencement thereof.

All activities and proposed activities, services to be performed, and business to be conducted on the realty described in the application must be fully disclosed by the applicant(s) or owner throughout the

application process and must be supplemented. Maury County governmental entities reserve the right to summon the applicant(s) to reappear before them for additional questioning, information and/or documentation, at any time.

The applicant(s) and owner(s) acknowledge having fully read this document and fully understand the requirements contained herein.

I (We) affirm that the information I (We) provide on this application and that I (We) present before the Maury County Tennessee Board of Zoning Appeals, the Maury County Regional Planning Commission, the Maury County Chief Legislative Body, and the Maury County Building and Zoning Department is true and complete. I (We) acknowledge and understand that falsified information or significant omissions may disqualify the applicant(s) or owners and their application from further consideration during any stage of the application process or may be considered justification for voiding and vacating any prior approval of any governmental entity associated with any stage of the application process, even if discovery occurs at a later date after the application process has been completed and granted final approval by any Maury County governmental entity including the Maury County Chief Legislative Body.

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Applicants Signature

Print Name

Date

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Owners Signature

Print Name

Date

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