



Coopertown Municipal Planning Commission

5153 Burgess Gower Road, Coopertown, Tennessee 37172
Phone: 615-382-4470 Fax: 615-382-4439 www.coopertowntn.org

SUBDIVISION & FINAL PLAT APPLICATION

CPC File # _____

Name of Subdivision:

Date of Application:

Type of Subdivision:

☐ Concept Plan	☐ Final Plat
☐ Preliminary Plat	☐ Appeal or Variance request before the CPC

Applicant/Developer:

Company Name:	
Name of person:	
Address:	
Phone Number:	Email:

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

Name:	
Address:	
Phone Number:	Email:

Name:	
Address:	
Phone Number:	Email:

Property Information:

Property is located near:			
Property Address:			
Tax Map	Parcel Number	Deed Book	Deed Page
Plat Book	Plat Book Page	Date Recorded	Acreage

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 and Fees:

Refer to the latest Application Fee Schedule. Coordinate with the Town Building Commissioner regarding the amount due in advance of submitting the application. (Make the check payable to the *Town of Coopertown*)

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

Concept Plan:

The Concept Plan is a master planning document. It will provide the Planning Commission with the initial intent for the Master Plan for developing the entire property. For subdivisions, the entirety of the property is to be included in the Concept Plan; the intent for development phasing can be shown on the Concept Plan.

Final Plats Recording Fees:

Fees related to the recording of documents are in addition to the above Application Fee(s). The amount will be calculated prior to the Secretary of the Planning Commission signing. Recording fee must be paid before the Secretary of the Planning Commission will sign the Final Plat (make check payable to the *Robertson County Register of Deeds* office).

Submittal Requirements and Submittal Deadlines:

The submittal requirements, number of copies, guidance checklists and certification requirements are listed in the latest revision of the Subdivision Regulations and Zoning Ordinance when applicable & Town Building Commissioner forms.

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. The applicant must comply with all Town deadlines.

Zoning Ordinance, Land Use Plan and Subdivision Regulations Compliance:

The submittal may be subject to the requirements of the Zoning Ordinance, Land Use Plan and Subdivision Regulations; all are available at Town Hall or on-line at the Town of Coopertown website. The link is https://www.coopertowntn.org/dir.cfm/Zoning_&Codes/. Under the “ZONING & CODES” tab where the Zoning Ordinance, Land Use Plan, Subdivision Regulations, submittal deadlines 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.

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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 the Town of Coopertown and its representatives to enter upon the property for examinations & evaluations.

Property Owner Signature**Date:****Property Owner Signature****Date:****Property Owner Signature****Date:****Property Owner Signature****Date:****Applicant/Developer Signature****Date:****Attendance Required**

YOU, OR YOUR AUTHORIZED REPRESENTATIVE, MUST BE PRESENT AT THE COOPERTOWN MUNICIPAL PLANNING COMMISSION (CPC) MEETING IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.