Todd Petrowski
PLANNING AND CODES DIRECTOR

Michael Rinehart
BUILDING CODES OFFICIAL

BRENTWOOD
PLANNING AND CODES

REQUEST TO APPEAR BEFORE THE BRENTWOOD PLANNING COMMISSION

1. COMPLETE AN APPLICATION ONLINE

In order to request to appear before the Brentwood Planning Commission, you will need to complete an application online at brentwood.onlama.com. Before completing an application, you will need to register for an account if you do not already have an existing account. All applications must be submitted online. Paper copies will not be accepted.

The applicant must supply a letter signed by the owner of the property stating that the applicant is acting on the owner's behalf in bringing the proposal to the Planning Commission.

A representative, the applicant or the property owner shall attend the Planning Commission meeting at which the case is to be reviewed to address any questions that may arise from the Board.

2027 BRENTWOOD PLANNING COMMISSION MEETING SCHEDULE		
APPLICATION DEADLINE 12:00 NOON	***INFORMATIONAL MEETING ANNEX ROOM -- 8:00 a.m.***	***MEETING DATE COMMISSION CHAMBERS -- 7:00 p.m.***
MONDAY, DECEMBER 7, 2026	**TUESDAY, DECEMBER 29, 2026**	MONDAY, JANUARY 4, 2027
MONDAY, JANUARY 4, 2027	THURSDAY, JANUARY 28, 2027	MONDAY, FEBRUARY 1, 2027
MONDAY, FEBRUARY 1, 2027	THURSDAY, FEBRUARY 25, 2027	MONDAY, MARCH 1, 2027
MONDAY, MARCH 1, 2027	THURSDAY, APRIL 1, 2027	***MONDAY APRIL 5, 2027**
MONDAY APRIL 5, 2027	THURSDAY, APRIL 29, 2027	MONDAY, MAY 3, 2027
MONDAY, MAY 3, 2027	THURSDAY, JUNE 3, 2027	MONDAY, JUNE 7, 2027
MONDAY, JUNE 7, 2027	THURSDAY, JULY 1, 2027	**TUESDAY, JULY 6, 2027**
TUESDAY, JULY 6, 2027	THURSDAY, JULY 29, 2027	MONDAY, AUGUST 2, 2027
MONDAY, AUGUST 2, 2027	THURSDAY, SEPTEMBER 2, 2027	**TUESDAY, SEPTEMBER 7, 2027**
TUESDAY, SEPTEMBER 7, 2027	THURSDAY, SEPTEMBER 30, 2027	MONDAY, OCTOBER 4, 2027
MONDAY, OCTOBER 4, 2027	THURSDAY, OCTOBER 28, 2027	MONDAY, NOVEMBER 1, 2027
MONDAY, NOVEMBER 1, 2027	THURSDAY, DECEMBER 2, 2027	****MONDAY, DECEMBER 6, 2027**
MONDAY, DECEMBER 6, 2027	THURSDAY, DECEMBER 30, 2027	MONDAY, JANUARY 3, 2028

REGULAR MEETING IN APRIL SHALL BEGIN AT 6:30PM.

****REGULAR MEETING IN DECEMBER SHALL BEGIN AT 7:30PM.***

SHOULD ALL AGENDA ITEMS NOT BE CONSIDERED ON THE REGULARLY SCHEDULED MEETING DATE, THEY WILL BE CONSIDERED AT A SECOND MEETING HELD THE FOLLOWING EVENING.

***Highlighted and bolded dates** are departures from the normal Monday submittal deadlines, the Thursday briefings and Monday regular meeting dates.*

2. REQUIRED FEES

New Fees Effective September 1, 2021

Annexations	$1,000.00 per request
Rezoning	Less than 25 acres - $1,000.00. At least 25 acres but less than 50 acres - $2,000.00. At least 50 acres but less than 100 acres - $3,000.00. At least 100 acres but less than 200 acres - $4,000.00. 200 acres or greater - $5,000.00
Preliminary plan / Revised Preliminary Plan for properties zoned OSRD / OSRD-IP	$600.00 filling fee plus $50.00 per affected lot
Preliminary Plan / Revised Preliminary Plan	$350.00 filing fee plus $50.00 per lot
Final Plat	$350.00 filing fee plus $50.00 per lot
Revised Final Plat	$350.00 filing fee plus $50.00 per affected lot
Site Plan	$350.00 filing fee plus $50.00 per acre or fraction thereof
Commercial Master Plan Approval	$350.000 filing fee plus $50 per lot
Hillside Protection Site Plan	$350.00 filing fee
Minor Site Plan Alteration	$350.00 filing fee

2. INFORMATION REQUIRED

A site plan, drawn to scale that shows the following information shall be submitted to Planning Department staff for review, prior to consideration by the Planning Commission.

- The name, address and telephone number of the owner, and all persons having at least a five percent financial interest in the property, the developer and/or the applicant;
- Open space calculations if appropriate;
- A location/vicinity map of the proposed site;
- The zoning classification of the site and the acreage involved;
- Topographic contours at a minimum of five (5) foot intervals;
- Floodplain information, per the Federal Emergency Management Agency's (FIRM) maps;
- A grading, erosion and sediment control plan;
- The location and dimensions of all internal streets, internal traffic circulation patterns, sidewalks, proposed vehicle access points to public streets, off- street parking spaces and loading areas, including required parking spaces requested for reduced parking approval, and solid waste disposal areas
- Drainage calculations and stormwater management plan;
- A tree survey, identifying all existing trees equal to or greater than 4 caliper inches in diameter;

- A landscaping plan, stamped by a Landscape Architect, licensed to practice in Tennessee including:
    - calculations of green space areas, landscaping/screening features, type, number, caliper inches, and location of all existing and proposed plantings, buffer strips and provisions for agreements for the maintenance of the proposed green space. The plan must include a detail of the tree protection measures;
- The location and size of existing water & sewer lines, other underground utilities, storm drainage & all existing easements;
- A land use table outlining the proposed uses and overall densities;
- A development schedule that generally outlines the applicant's project construction and completion dates;
- All structures and accesses on adjacent properties within a 500-foot radius of the project site;
- A site plan showing the building footprint, the gross square footage, all applicable setbacks, color elevations, showing all dimensions, the exterior treatment of all proposed buildings, and samples of exterior building materials, commercial projects;
- The location and illumination patterns of all exterior lighting and sound impact from the land use, if applicable;
- The location of proposed construction trailers;
- The plans must identify any designated historic or archeological sites on the affected property or within 500 feet of the boundary; specific design requirements affecting historic sites may be obtained from the Planning & Codes Dept.;
- Significant natural and manmade features or resources, including hillsides in excess of 15% and above 25% slope; welfare of the community; and,
- Digital files in .jpg, .tif, or .pdf format of the entire submittal, and/or other significant features of the project for presentation to the Planning Commission. Color elevations of all sides of any proposed buildings shall also be included.