



Town of Pegram
P.O. Box 249, 308 Highway 70 Pegram, TN 37143
615-646-0773 Fax: 615-646-6869

PLANNING COMMISSION / BOARD OF ZONING APPEALS APPLICATION

Date submitted: _____ Tax Map #: _____ Group: _____ Parcel: _____
 Program Name: _____
 Project Address: _____
 Subdivision: _____ Lot #: _____

PROPERTY OWNER INFORMATION

Name: _____
 Address: _____
 Phone Number(s): _____ Fax Number: _____
 Email Address: _____

PROJECT APPLICANT INFORMATION

Name: _____
 Address: _____
 Phone Number(s): _____ Fax Number: _____
 Email Address: _____

PLANNING APPLICATION*

- Rezoning Request
- Site Plans
- Subdivision Plats Plan – Residential
- Subdivision Plats Plan – Commercial
- Other: _____

BOARD OF ZONING APPEALS APPLICATION

- Variance
- Exception
- Application of Construction Appeal
- Register of Deeds – Recording
- Other: _____

*Applications must be received at least 30 days prior to a meeting date and subsequently judged complete by the Building Official and placed on the agenda of the next meeting. Six (6) copies of all material must be submitted with application. The Building Official will notify the applicant within eight (8) days of receipt of an application whether it is complete. Building Official recommendations will be available to applicant at least 14 days before the meeting in which the project will be heard. Applicant may request to defer to following meeting for revisions. UPON APPROVAL, ALL REQUIRED PERMITS MUST BE OBTAINED.

PURPOSE (BRIEFLY DESCRIBE THE REASON FOR THIS APPLICATION)

ORDINANCE 2004-17 – An Ordinance amending the Pegram Municipal Code, Title 20, with respect to establishing Review Charges, Oversight Charges, Project Site Inspection Charges, Payment of Engineering, and/or Legal Review Charges. I understand and accept this and all ordinances as the law of the Town of Pegram by initialing here _____

Notice of Public Disclosure: All documents including, but not limited to applications, plans, drawings, designs, and all other written material filed with the Town of Pegram Planning Commission / Board of Zoning Appeals shall be available to the general public for inspection and copy in accordance with the Tennessee Open Records Law.

_____ Status of Project: Not Started Stopped Work Date: _____
 Signature of Owner or Owner's Agent

PAYMENT MADE TO: TOWN OF PEGRAM

Fees due: _____ Paid by: Cash Check Other: _____
 Received by: _____ Receipt #: _____
 Hearing date: _____ Disposition: Approved Denied Withdrawn

Pegram Municipal Planning Commission Site Plan Checklist

Name of Developer: _____

Location: _____

Owner: _____

Engineer or Surveyor: _____

Site plan and Design Review Within any zoning district, no building permit for the construction of any building or the repair or alteration of the exterior of any building required by these regulations shall be issued until a site plan has been reviewed and approved by the planning commission. Site plans shall be valid for 18 months. If construction has not begun within that time the approved site plan shall become invalid.

At minimum, all site plans shall include the following:

Seven (7) copies of plan along with appropriate fees must be received at least 30 days prior to a meeting date

Site plans shall be drawn at a scale to allow adequate review

All existing and proposed right(s)-of-way, streets, curb cuts, drives and parking areas

Existing and proposed contours at a vertical interval not greater than 5 feet based on sea level

The location of all water courses on or adjoining the tract

Flooding note, floodplain information from FEMA maps and studies

Stormwater drainage plan when required by city engineer or codes department

Proposed drainage retention or detention areas with engineered stamped calculations and the drainage calculations for all drainage structures

Landscaping and planting screen when applicable

Property lines enclosing the site, building setbacks

Type of activity proposed and number of employees

Location, size, height, and arrangement of proposed and existing buildings

The existing zoning on the site and on adjoining properties

Location, dimensions, and explanation of all easements

Location and size of all utilities, any change in size requires appropriate department approval

Acreage and/or size of lot, names of adjoining property owners or subdivisions

Location and dimensions of all signs

Locations, typical radius, and intensity of proposed lighting

A vicinity map; north arrow; scale; tax map, group and parcel as recorded

For any lot where public sewer is not available the following shall be shown:

Statement or illustration from the Health Department showing the area to be used for sewage disposal and

Approval from the Health Department

Changes to an approved site plan require approval of the appropriate department. Changes substantially affecting the original site plan, according to the appropriate department, require resubmittal to the planning commission with exception of the following changes that require automatic resubmittal to the planning commission, if:

The density of the development is to be increased

The floor area ratio or number of stories is increased or changed

There is any change in plans for historical structures or sites



Pegram, TN New Development Fees

Applications must be received at least 30 days prior to a meeting date and subsequently judged complete by the Building Official and placed on the agenda of the next meeting. Six (6) copies, plus mylar on final plats, of all material must be submitted with application.

Planning Commission Application – fee determined by number of lots being subdivided plus total acreage (see attached Resolution 2004-13)

Pass-Through Charges – any fees for Engineer and/or Attorney reviews (see attached Ordinance 2004-17)

Recording Fee – \$40.00 per plat

County Fees – contact Cheatham County Building Codes at (615) 792-5915

Water Tap Fees – contact Second South Cheatham Utility District at (615) 952-3094

Residential Building Permit Fees – \$0.60 (building permit) per heated + unheated sq. ft.

\$0.75 (Adequate Facilities Tax) per heated sq. ft.
(See Resolution 1998-2)

\$25.00 driveway permit

Non-residential Building Permit Fees – \$0.60 (building permit) per heated + unheated sq. ft.

\$0.75 (Adequate Facilities Tax) per heated sq. ft.

\$25.00 driveway permit

*Sewer Fees (Residential) – Town fees – \$2,750.00 = \$100.00 application fees, \$50.00 tank inspection fee, \$600.00 tap fee, \$2,000.00 privilege fee (additional fees for private contractor to connect from tap to residence)

*Sewer Fees (Non-residential) – to be determined by Town Engineer

*Sewer fees shall be paid when applying for building permit.

Anyone attempting to obtain a permit on a construction project over \$25,000.00 must be: (1) a licensed contractor through the State or Tennessee or (2) a homeowner. The contractor must have a copy of their state license and general liability insurance for the building permit file.

To contact the Pegram Building Inspector, call (615) 646-0773, ext. 3.

ORDINANCE 2004-17

AN ORDINANCE AMENDING THE PEGRAM MUNICIPAL CODE, TITLE 20,
WITH RESPECT TO ESTABLISHING REVIEW CHARGES,
OVERSIGHT CHARGES AND PROJECT SITE INSPECTION CHARGES,
AND PAYMENT OF ENGINEERING AND/OR LEGAL REVIEW CHARGES
INCURRED BY AND OWED TO THE TOWN OF PEGRAM, TENNESSEE.

WHEREAS, the Town of Pegram, Tennessee has, through adoption of its municipal zoning ordinance and amendments thereto, subdivision regulations, Stormwater Management Manual and its Sewer Use Ordinance, implemented regulations to assure sound building, development and planning practices and to properly protect the citizens of the municipality; and

WHEREAS, strict compliance is necessary to ensure conformity of designs for proposed subdivisions, planned unit developments, site plans, landscape plans, special exceptions and/or variances approved by the Board of Zoning Appeals, use changes, sketch plans, preliminary plats, final plats, construction plans, grading plans, wastewater treatment facility plans, and all matters which require established sums for performance bonding, dedication of easements, and facilities/structures associated with the foregoing, including but not limited to legal engineering design, review and construction inspection, and/or legal review, as presented to the Municipal Planning Commission, Board of Zoning Appeals and Board of Mayor and Aldermen; and

WHEREAS, it is in the best interest of the municipality and its citizens for all future development to undergo all necessary review by the Town's engineer, attorney or other designated staff or consultants for the Town in order to ensure that all matters set forth in the preceding paragraphs are in conformity with all requisite standards adopted by the Town and its Municipal Planning Commission, are based upon sound engineering practices and prevailing standards, and are in accordance with all regulations and ordinances of the municipality.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Pegram, Tennessee, as follows:

1. Title 20 hereby is amended by deleting all language contained therein in its entirety and in its place, substituting as follows:

TITLE 20
CHAPTER 1 CHARGES FOR ENGINEERING AND LEGAL FEES.

SECTION

- | | |
|--------|--|
| 20-101 | Oversight and Project Site Inspection Charges. |
| 20-102 | Fee Schedule. |
| 20-103 | Violations and Penalties |
| 20-104 | Purpose. |
| 20-105 | Conflict of Interest |

20.101

Oversight and Project Site Inspection Charges.

(1) All owners, developers and/or applicants, individually or by their authorized agents, employees or servants, seeking municipal approval for any proposed development/improvement of land by subdivision, planned unit developments, site plans, landscape plans, special exceptions and/or variances approved by the Board of Zoning Appeals, use changes, sketch plans, preliminary plats, final plats, construction plans, grading plans, wastewater treatment facility plans, and all matters which require established sums for performance bonding, dedication of easements, and facilities/structures associated with the foregoing, shall be responsible for any and all reimbursement of charges to the Town of Pegram, Tennessee for all actual review charges levied, including but not limited to engineering review, engineering oversight and project site inspection charges/fees assessed by the Town engineer, his agent, employee or appointed designee, by the Town attorney, and/or by any other designated consultant rendering services ancillary to the foregoing for and on behalf of the municipality, wherein said charges/fees are incurred by the said Town by virtue of and as relates to the foregoing.

(2) All actual charges to be reimbursed to the municipality shall be paid within fifteen (15) days from the date of billing by the municipality. In the event said reimbursement charges are not paid timely, any permit issued or approval before given shall become void and default may be declared upon any performance bonding posted with the Town.

20.102

Fee Schedule. In addition to the actual charges incurred and notwithstanding all of the foregoing, certain charges shall be due and paid at the time application is made to the Town of Pegram or its Municipal Planning Commission as a base minimum, all of which shall be set forth and adopted by Resolution by the Board of Mayor and Aldermen. Not until payment in full of the applicable fee(s) is made to the Town, in the sums set forth according to the said fee schedule, shall any permit issue or application be considered by the Planning Commission. Said fee schedule shall set any and all exemption payments of fees and shall be revised from time to time, as is necessary, by further resolution passed by the Board of Mayor and Aldermen.

20.103

Violations and Penalties.

(1) Whenever a permit is required and work has started or proceeded prior to obtaining the required permit(s), the fees set forth in the fee schedule shall double and a stop work order shall issue.

(2) Failure to comply with a stop work order shall result in a finding of guilt rendered by the City Court with a punishment to include but not be limited to a fine of not more than fifty dollars (\$50.00) per offense. Each day that a violation continues shall be considered a separate offense and an additional violation. Such fine is intended to be remedial in nature for the purpose of deterrence and to protect the public health, safety and welfare of the residents of Pegram. Subsequent compliance shall result in a reduction and/or elimination of the imposed fine

(3) The Building Inspector shall be the person authorized to issue all permits and is hereby authorized to issue any necessary stop work orders for the failure to secure a proper permit and/or for failure to pay the proper fee(s).

20.104 Purpose. This ordinance is not deemed to be a tax, but instead is intended to offset actual incurred expenses of the municipality for an owner, developer and/or applicant seeking development of land and improvement of lands within the municipality.

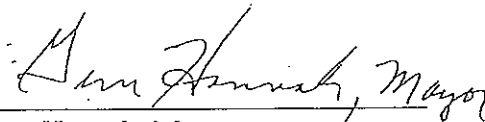
20.105 Conflict of Interest. It is and shall constitute a conflict of interest for the Town engineer and/or Town attorney to perform any service on behalf of an owner, developer and/or applicant as described herein, and all services performed by the Town engineer and/or Town attorney as relates to the foregoing chapters shall be deemed rendered solely for and on behalf of the Town of Pegram.

2. Nothing in this Ordinance shall be construed as amending any other provision of the Pegram Municipal Code, and all such other provisions, and amendments thereto, shall remain in full force and effect.
3. All Ordinances in conflict herewith are here and now repealed.
4. This Ordinance shall take effect upon its second and final reading, the public welfare requiring it.

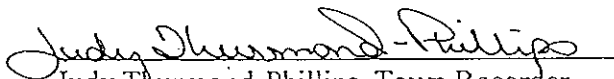
Passed First Reading: 12-09-04

Public Hearing: 01-27-05


Passed Second Reading: 01-27-05


Gene Hannah, Mayor

Attest:


Judy Thurmond-Phillips, Town Recorder

Approved as to Form and Legality:


Shannon C. Smith, Town Attorney

ORIGINAL

RESOLUTION 2004-13

A RESOLUTION OF THE TOWN OF PEGRAM, TENNESSEE
ESTABLISHING A FEE SCHEDULE PURSUANT TO THE
PEGRAM MUNICIPAL CODE, TITLE 20, CHAPTER 1, SECTION 102

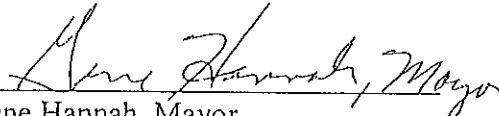
WHEREAS, to protect the citizens of the municipality, to assure sound building, development and planning practices, and to ensure conformity of designs for proposed subdivisions, planned unit developments, site plans, landscape plans, special exceptions and/or variances approved by the Board of Zoning Appeals, use changes, sketch plans, preliminary plats, final plats, construction plans, grading plans, wastewater treatment facility plans, stormwater management regulations and all matters which require established sums for performance bonding, dedication of easements, and facilities/structures associated with the foregoing, including but not limited to legal engineering design, review and construction inspection, and/or legal review, as presented to the Municipal Planning Commission, Board of Zoning Appeals and Board of Mayor and Aldermen of the Town of Pegram, Tennessee, the said Board of Mayor and Aldermen have determined that it is necessary to implement and adopt a fee schedule as a base minimum to be paid by all owners, developers and/or applicants seeking to develop and/or improve lands within the municipality.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Pegram, Tennessee, as follows:

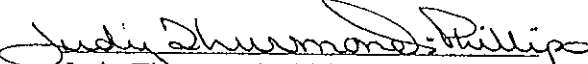
1. Pursuant to the Pegram Municipal Code, Title 20, Chapter 1, Section 102, as amended and set forth in Ordinance 2004-17, a fee schedule for establishment of a base minimum relating to the development and/or improvement of all lands within the municipality by owners, developers and/or other applicants is here and now established to become effective upon passage and ratification of this Resolution. The fee schedule is attached hereto as Exhibit "A" and incorporated by reference, as if set forth verbatim herein.

2. This Resolution shall take effect upon its adoption, the public welfare requiring it.

PASSED, ADOPTED AND APPROVED on this the 27th day of, January 2004.



Gene Hannah, Mayor

Attest:


Judy Thurmond-Phillips, Town Recorder

Defered 12-09-04
to 01-27-05

Approved as to Form and Legality:


Shannon C. Smith, Town Attorney

APPENDIX A

Subdivision Plats*

| | |
|--|--|
| Sketch Plan | \$5.00 per acre + \$15.00 per lot (\$100.00 minimum) |
| Preliminary Plat (Required for major subdivision) | \$10.00 per acre + \$20.00 per lot (\$100.00 minimum) |
| Final Plat | \$25.00 per acre + \$50.00 per lot (\$100.00 minimum) |
| Revision of final plat | \$50.00 per affected lot |

SITE PLANS*

| | |
|-----------------------------|------------------------------------|
| Plot or Concept Site Plan | \$30.00 per lot (\$100.00 minimum) |
| Preliminary Site Plan | \$300.00 |
| Final Site Plan | \$300.00 |
| Revision to Final Site Plan | \$100.00 |

MISCELLANEOUS*

| | |
|---|---|
| Commercial Construction Drawings | \$500.00 |
| Application to Board of Zoning Appeals (Variance, Special Exception, Administrative Review, etc.) | \$100.00 |
| Request for Re-Zoning | \$150.00 |
| Application of construction Board of Appeals | \$100.00 |
| Recording fee to Register of Deeds | \$40.00 for first sheet (18" X 24") \$20.00 for each additional sheet (Submit <u>two</u> Mylar and <u>three</u> paper copies) |

PLANNED DEVELOPMENT*

| | |
|------------------------------|----------|
| Outline Development Plan | \$300.00 |
| Preliminary Development Plan | \$500.00 |
| Final Development Plan | \$500.00 |

* does not include pass through charges that may incur