



APPLICANT INFORMATION:

Name/Company:		
Street Address:		
City:	State:	ZIP:
Email:	Phone:	

CONTRACTOR/DEVELOPER INFORMATION:
CHECK BOX IF SAME AS APPLICANT

Name/Company:		
Street Address:		
City:	State:	ZIP:
Email:	Phone:	

REQUEST INFORMATION

Project Name:		
Street Address/Intersecting Streets:		
Tax Map:	Group:	Parcel:
Requested Lot Area (Square feet/Acres):	Lots:	Units:
Zoning:	Building Square Footage:	

SUBMITTAL TYPE & REVIEW FEE

Sketch Plat: \$150	Concept Plan: \$150
Preliminary Plat: \$400 + \$75/Lot	Site Plan: \$400
Final Plat: \$200 + \$50/Lot	Site Plan Renewal/Extension: \$200

APPLICANT AUTHORIZATION

Applicant Signature:	Date:
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OFFICE USE ONLY

Staff Initials:	Review Fee:	Date:
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- By signing above, the developer acknowledges that it is their responsibility to ensure that submittals comply with all Town of Smyrna development requirements. If plans, as submitted for second staff review, do not comply with all Town of Smyrna development requirements and adequately addresses staff's comments, then the application will be removed from the Planning Commission agenda.
- Construction drawings must be submitted at the same time as the preliminary plat for the preliminary plat to be included on the Planning Commission agenda.

- Applications are to be submitted no later than 12:00 PM noon on the initial deadline date unless otherwise noted.
- All meetings are held at Smyrna Town Hall - 315 South Lowry Street - at 5:00 PM in the Town Council Chambers.
- All supporting documents must be submitted at the time of application.

2024 SUBMITTAL AND MEETING CALENDAR

See the full calendar on the Town of Smyrna website

APPLICATION DEADLINE	MEETING DATE
DECEMBER 11, 2023	JANUARY 4
JANUARY 16 - 8:00 AM	FEBRUARY 1
FEBRUARY 20 - 8:00 AM	MARCH 7
MARCH 18	APRIL 4
APRIL 15	MAY 2
MAY 20	JUNE 6
JUNE 17	TUESDAY - JULY 2
JULY 15	AUGUST 1
AUGUST 19	SEPTEMBER 5
SEPTEMBER 16	OCTOBER 3
OCTOBER 21	NOVEMBER 7
NOVEMBER 18	DECEMBER 5

MEMBERS

Name	Term Expiration
Charles Scurr	2025
Miranda Swift	2025
Amy Wise	2025
Matthew Carver	2026
Salena Scott	2026
Marc Adkins, Council Member	Term of Office
Tim Morrell, Council Member	Term of Office