

Bartlett Planning and  
Economic Development Department  
6382 Stage Road, P.O. Box 341148  
Bartlett, TN 38184-1148  
901-385-6417 FAX 901-385-6419  
www.cityofbartlett.org

*Bartlett Planning Commission*  
**Application for  
Construction Plan Approval**

Subdivision Name \_\_\_\_\_ No. of Lots \_\_\_\_\_

Subdivision Location \_\_\_\_\_

Owner/Developer Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_

Architect Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_

Engineer Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_

Submitted by \_\_\_\_\_  
(printed name) (signature) (date)

Email Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Attach a checked-off “**Construction Plan Checklist**” and all items required therein.

\_\_\_\_\_ Acknowledge (by initials in the blank to the left) that the “**Application Instructions: Planning Commission**” were obtained and read prior to submitting this application.

\_\_\_\_\_ Provide 5-folded ( $\pm$  10”x13”) sets of plans with a copy of the signed application attached to each set.

\_\_\_\_\_ Provide an electronic PDF file of the plans. Note that an updated electronic file is required when plans are revised. The electronic file shall be labeled with the project name and accurately dated.

\_\_\_\_\_ Include a fee of \$500.00 plus \$20.00 per lot with this application (check payable to the City of Bartlett).

**I, the property owner(s) hereby authorize the filing of this application.**

\_\_\_\_\_  
( print name) (signature) (date)

## Construction Plan Checklist

The applicant shall either indicate that the following items have been completed by a check (✓) or that they are not applicable (n/a).

In addition to all the requirements of the Master Plan, the Construction Plan shall show

- \_\_\_\_\_ Signature and Seal of Designer, a Professional Civil Engineer Registered in Tennessee
- \_\_\_\_\_ \* Grading Plan, existing & finished contours for the site and fifty (50) feet beyond property
- \_\_\_\_\_ \* Extent and elevation of land below the 100-year flood
- \_\_\_\_\_ Detailed plan of sewer layouts
- \_\_\_\_\_ Plan and profile sheets and engineering data for streets, storm drainage, controls for surface and ground water, water and sewer layouts
- \_\_\_\_\_ Landscape plan and planting schedule as required
- \_\_\_\_\_ Comprehensive drainage plan
- \_\_\_\_\_ Construction traffic access plan

Certificates: (As applicable)

- \_\_\_\_\_ Suitability of Soils for Septic Tanks
- \_\_\_\_\_ Approval of Water and Sewerage Systems
- \_\_\_\_\_ Accuracy of Engineering and Design
- \_\_\_\_\_ Approval of Water and Sewer Lines
- \_\_\_\_\_ Approval of Street and Drainage Improvements
- \_\_\_\_\_ Quality of Construction
- \_\_\_\_\_ Compliance with requirements of EPA
- \_\_\_\_\_ Approval of Flood Administrator

**In addition to the Construction Plan drawings, the following shall be provided:**

- \_\_\_\_\_ One PDF file of the pictorial portion of the Construction Plan sheets indicated above by an asterisk (\*), for display at the Planning Commission meeting.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**