



City of Clinton
Codes Enforcement Department

100 N. Bowling St. Clinton, TN 37716
Phone: 865.259.1180 • Email: codes@clintontn.net

APPLICATION FOR CITY OF CLINTON PLANNING COMMISSION

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ Clinton, TN 37716; Zone: \_\_\_\_\_

Legal Description: Tax Map \_\_\_\_\_ Group \_\_\_\_\_ Parcel \_\_\_\_\_ Lot/acre \_\_\_\_\_ Block \_\_\_\_\_

PROPERTY OWNER (if different from applicant): \_\_\_\_\_ Phone#: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

SUBDIVISION PLAN & SITE PLAN REVIEWS: 12 Copies Required - (3 full size 18"x24") (9 reduced size 11"x17")
Additionally (1 .pdf). A full-size copy must also be taken to the Utility Company for review.

(check one) \_\_\_\_\_ Preliminary Plat \$100.00; \_\_\_\_\_ Final Plat \$50.00; \_\_\_\_\_ Minor Plat (Preliminary/Final) \$150;
\_\_\_\_\_ Preliminary/Final Site Plan (including PUD's) \$150.00

Project Name: \_\_\_\_\_ Project Description: \_\_\_\_\_

I do hereby swear/attest that the information given above is true and correct, to the best of my knowledge. I understand that all actions taken on my request will be conducted within the scope and application of the duly adopted rules, regulations, or policies of the City of Clinton and the State of Tennessee. I further understand that the Planning Commission will not consider my application unless my proxy or I are present. If I fail to attend two consecutive meetings or willfully withdraw, my application will be removed from the agenda, and I must submit a new application with applicable fees.

Signature (applicant) \_\_\_\_\_

Date \_\_\_\_\_

Completed Application with required documents: Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Revenue Code: 110-32660



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## MEMORANDUM

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**DATE:** 7/27/2023  
**TO:** JENNY BYRD, OFFICE ASSISTANT CITY OF CLINTON CODES ENFORCEMENT  
**FROM:** DAVID METCHIKOFF, ELECTRICAL ENGINEERING SUPERVISOR - CLINTON UTILITIES BD.  
**RE:** CUB PLAT SUBMISSION REQUIREMENTS

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As of the date of this memo, Clinton Utilities Board ("CUB") will require that any owner, developer, or surveyor submit a preliminary plat to CUB at the same time they submit the preliminary plat to either the Anderson County Office of Zoning and Codes Enforcement or the City of Clinton Codes Enforcement Office. Plats may be submitted to CUB via paper copy or electronic Adobe PDF files. Those wishing to submit electronic copies should submit them via email to BOTH [dmetchikoff@clintonub.com](mailto:dmetchikoff@clintonub.com) and [blowe@clintonub.com](mailto:blowe@clintonub.com). Once a preliminary plat has been submitted, CUB will review and comment on the plat directly back to the submitting party.

CUB requests that you pass this new requirement along to any and all affected parties. Should any party request CUB to sign a plat that was NOT submitted to CUB at the same time as the preliminary plat was submitted to the county or city, CUB reserves a minimum of three business days to adequately review (including possibly field checking) the plat prior to granting the requested signature. We regret any inconvenience this may cause, but CUB is not staffed to always provide instant, on the spot, signatures to plats that have not been previously submitted for review.

If you or any of the affected parties have any questions, please feel free to contact me 865-220-6270.

## FINAL SUBDIVISION PLAT CHECKLIST

### Clinton, Tennessee

The items on this checklist must be incorporated into all final subdivision plats and submitted to the Clinton Planning Commission for review and approval. Plats shall be filed with the Building Official fourteen (14) days prior to the regular monthly meeting date. In addition to the specific items on this checklist, the Clinton Subdivision Regulations and the applicable sections of the Clinton Zoning Ordinance must be followed.

- \_\_\_\_\_ 1. Submitted within twelve (12) months of preliminary plat approval
- \_\_\_\_\_ 2. Twelve (12) copies of the plat submitted fourteen (14) days prior to the meeting
- \_\_\_\_\_ 3. Drawn to required scale
- \_\_\_\_\_ 4. Name of subdivision and a general location map of subdivision
- \_\_\_\_\_ 5. Date, true north point, and graphic scale
- \_\_\_\_\_ 6. Identify all reservations, easements, etc.
- \_\_\_\_\_ 7. Bearings of all property lines and sufficient engineering data to locate all lines including radii, angles, and tangent distances
- \_\_\_\_\_ 8. Dimensions to the nearest 100th of a foot and angles to the nearest minute
- \_\_\_\_\_ 9. Lot lines, alleys, and building setback lines
- \_\_\_\_\_ 10. Lines and names of all streets and roads
- \_\_\_\_\_ 11. Location and description of all monuments
- \_\_\_\_\_ 12. Lots numbered in numerical order
- \_\_\_\_\_ 13. Names and locations of adjoining properties.
- \_\_\_\_\_ 14. Current zoning of the property
- \_\_\_\_\_ 15. Flood hazard areas clearly marked and the Base Flood Elevation sited
- \_\_\_\_\_ 16. Required physical improvements have been made or bond has been posted
- \_\_\_\_\_ 17. Certificate of Ownership & Dedication
- \_\_\_\_\_ 18. Certificate of Final Subdivision Agreement
- \_\_\_\_\_ 19. Certificate of Accuracy
- \_\_\_\_\_ 20. Certificate of Approval of Water and Sewage Systems
- \_\_\_\_\_ 21. Certificate of Approval of Streets
- \_\_\_\_\_ 22. Certificate of Approval of Utilities
- \_\_\_\_\_ 23. Certificate of Approval of Street Names and Property Numbers (E-911)
- \_\_\_\_\_ 24. Certificate of Approval for Recording
- \_\_\_\_\_ 25. Conforms to general requirements and minimum standards for design

**APPENDIX D**

**CERTIFICATE OF SITE PLAN APPROVAL**

We hereby certify that this site plan has been found to comply with the zoning and site plan regulations of the Clinton Municipal/Regional Planning Commission, with the exception of such variances, if any, as noted in the minutes of the Clinton Board of Zoning Appeals.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman Clinton Municipal/Regional  
Planning Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary Clinton Municipal/Regional  
Planning Commission

**CERTIFICATE OF SITE PLAN APPLICATION AND AGREEMENT**

I (we) hereby certify that I (we) understand that the approval of a site plan shall expire six (6) months after the date of approval unless a building permit has been issued and substantial progress has been made toward completion of the project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant



**Section 14-703**

**The Clinton Municipal/Regional Planning Commission meets on the second Monday of each month at 6:00 p.m. at the City Hall and is open to the public.**

**Submission deadline for each month's agenda is fourteen (14) days (including weekends) prior to the scheduled meeting date.**

It is the applicant's responsibility to submit twelve (12) total copies of the site plan to the Clinton Codes Enforcement Office for placement on the Clinton Municipal/Regional Planning Commission's agenda. Three (3) full-size copies and nine (9) 11"x17" copies. Only complete site plans with an attached checklists submitted by the deadline will be added to the agenda for review by the planning commission. Correction deadline following submittal is the Wednesday prior to the meeting date. Site plan requirements are applicable to public and semi-public, commercial, and industrial uses only. Copies of the site plan regulations are contained within the Clinton Zoning Ordinance and available at the Codes Enforcement Office.

**CHECKLIST FOR SITE PLAN REVIEW & APPROVAL<sup>1</sup>**

<b>SITE PLAN REQUIREMENTS:</b>	<b>Applicant YES-NO-N/A</b>	<b>Staff Verification</b>	<b>Staff Comments</b>
Certification & seal of preparer of site plan			
Topography of existing and proposed grades			
Location of floodable land			
Dimensions & calls of property lines			
North point, scale, site acreage & location map			
Location of existing & proposed structures			
Vehicular & pedestrian circulation plan			
Open space & landscaping requirements			
Minimum yard requirements			
Compliance with sign size and placement of Section 14-309			
Compliance with off-street parking requirements of Section 14-302 thru 14-306			
Compliance with waste disposal requirements			
Submittal of Stormwater Drainage Plan & calculations			
Submittal of a Site Improvements Bond (if applicable)			
Required certificates			
Fire Lanes & existing/proposed fire hydrants			
Rendering of proposed Building			
Other applicable requirements			

Is the applicant requesting any variances from the Clinton Zoning Ordinance? No  Yes  If yes, identify variance being requested.

Zoning Ordinance variances granted: (Authorized by the BZA) No  Yes  Site Plan Approval Date: \_\_\_\_\_ Other: \_\_\_\_\_ Comments: \_\_\_\_\_

<sup>1</sup> Requirements are applicable to public & semi-public, commercial and industrial uses as noted. Additional requirements for a specific land use are denoted. This checklist is for general reference purposes only and confirmation of specific and/or additional requirements are the responsibility of the applicant.