

**CITY OF THREE WAY, TENNESSEE
SITE PLAN REVIEW APPLICATION
INSTRUCTION SHEET**

No application for the site plan review will be accepted for filing unless it complies with all of the requirements listed below:

1. SITE PLAN REVIEW APPLICATION REQUIREMENTS

- a. One copy of a completed application form;
- b. Three copies of the site plan, as defined in the Three Way Zoning Ordinance;
- c. A \$100 application fee. (Payable to the "City of Jackson")

If there are any omissions in the application the petitioner shall have twenty-four (24) hours from the time he/she is notified of said omissions to correct them. If he/she is unable to present a corrected/completed application to the Planning Commission Staff in the time allowed, his/her petition will be rejected and have to be resubmitted for the next scheduled Planning Commission meeting.

The completed application along with the application fee shall be submitted to the Jackson Regional Planning Department three (3) weeks prior to the scheduled Planning Commission meeting date.

NOTE: SUFFICIENT INFORMATION MUST BE NOTED ON THE SITE PLAN THAT INDICATES THE EXACT LOCATION OF THE SUBJECT PROPERTY. A PRE-SUBMITTAL CONFERENCE, WITH THE PLANNING DIRECTOR, IS REQUIRED PRIOR TO THE SUBMITTAL OF THIS APPLICATION. PLEASE CALL 731-425-8282.

Applications can be obtained from: City of Jackson Planning Department
111 East Main Street, Suite 201
Jackson, TN 38301

Phone: (731) 425-8286
FAX: (731) 425-8281

