



**CITY OF JACKSON, TENNESSEE
DESIGN REVIEW APPLICATION
INSTRUCTION SHEET**

No application for design review will be accepted for filing unless it compiles with all of the requirements listed below:

1. DESIGN REVIEW APPLICATION REQUIREMENTS:

- a. One copy of a completed application form;
- b. One copy of a letter from the applicant describing the nature of the request;
- c. Two copies of a scaled preliminary site plan of the proposal which shows the basic layout (plus an 8 ½ X 11 presentation copy for the Planning Commission review and one digital Portable Document Format (PDF) file.);
- d. Two sets of architectural elevations of all sides of the building (plus an 8 ½ X 11 presentation copy for Planning Commission review and one digital Portable Document Format (PDF) file.);
- e. One sample of all exterior materials that will be used on the building;
- f. An application fee of \$100 (check payable to “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 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 PLAN INDICATING THE EXACT LOCATION OF THE SUBJECT PROPERTY. AN APPOINTMENT WITH THE APPROPRIATE PLANNER IS REQUIRING UPON SUBMITTAL OF THIS APPLICATION. CALL 731-425-8282.

Applications can be obtained from: City of Jackson Planning Department
111 East Main Street, Suite 201
2nd Floor
Jackson, TN 38301

Phone: (731) 425-8282

Fax: (731) 927-8781

