Town of Smyrna

# Site Plan & Plat Review Application

| 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: $250 ☐ | Concept Plan: $250 ☐ |
| Preliminary Plat: $600 ☐ | Site Plan: $600 ☐ |
| Final Plat: $500 ☐ | |

| APPLICANT AUTHORIZATION | |
|---|---|
| Applicant Signature: | Date: |

| OFFICE USE ONLY | | |
|---|---|---|
| Staff Initials: | Review Fee: | Date: |

- 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.

## 2026 SUBMITTAL AND MEETING CALENDAR
## *See the full calendar on the Town of Smyrna website*

| APPLICATION DEADLINE | MEETING DATE |
|---|---|
| DECEMBER 8, 2025 | JANUARY 8 |
| JANUARY 12 | FEBRUARY 5 |
| FEBRUARY 9 | MARCH 5 |
| MARCH 9 | APRIL 7 |
| APRIL 13 | MAY 7 |
| MAY 11 | JUNE 4 |
| JUNE 8 | JULY 9 |
| JULY 13 | AUGUST 6 |
| AUGUST 10 | SEPTEMBER 3 |
| SEPTEMBER 8 - 8:00 AM | OCTOBER 1 |
| OCTOBER 12 | NOVEMBER 5 |
| NOVEMBER 9 | DECEMBER 3 |
| DECEMBER 7 | JANUARY 7, 2027 |

## MEMBERS

| Name | Term Expiration |
|---|---|
| Vanessa Haley | 2026 |
| Scott Demonbreun | 2026 |
| Ken Hill | 2027 |
| Tim Morrell | 2027 |
| Charles Scurr | 2027 |
| Marc Adkins, Council Member | Term of Office |
| Steve Sullivan, Council Member | Term of Office |