

**CITY OF LEWISBURG**  
**DEPARTMENT OF CODES / STORMWATER**

131 East Church St  
Lewisburg, TN 37091



Phone: 931-359-1544  
Fax: 931-359-7055

**PLANNING COMMISSION APPLICATION**

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location / Description: \_\_\_\_\_

Tax Map & Parcel #: \_\_\_\_\_

**APPLICANT INFORMATION**

\*Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Contact Telephone No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*\*If applicant is not the listed owner of the property as shown on the official tax rolls of the county, the applicant must submit a letter with this application giving the applicant permission to act on the behalf of the legal owner.*

**REQUIRED FEES**

- 1) \_\_\_\_\_ Amendment to the Zoning Map (Rezoning Request) - \$250.00
- 2) \_\_\_\_\_ Amendment to the Zoning Ordinance - \$250.00
- 3) \_\_\_\_\_ Annexation Request - \$250.00
- 4) \_\_\_\_\_ Site Plan Review - \$200.00
- 5) \_\_\_\_\_ Construction Plan Review - \$400.00
- 6) \_\_\_\_\_ Minor Plat Review - \$75 (Two Lots or Less)
- 7) \_\_\_\_\_ Preliminary Plat Review - \$50 per Lot
- 8) \_\_\_\_\_ Final Plat Review - \$100 per Lot

Total Fees Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I have read and examined this document and know the same to be true and correct. All documents, plats, plans and other information supplied with this application are true and correct representations of the project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7.090. Amendments to the ordinance. A fee of two hundred fifty (250) dollars payable to the City of Lewisburg shall be charged to cover partial review and processing of each application for an amendment, except that the fee shall be waived for a governmental agency.

An application by an individual for an amendment shall be accompanied by maps, drawings, and data necessary to demonstrate that the proposed amendment is in general conformance with the general plan of the area and that public necessity, convenience, and general welfare, require the adoption of the proposed amendment. An accurate legal description and scale drawing of the land and existing buildings shall be submitted with application no later than ten (10) working days prior to the next scheduled planning commission meeting.

The planning commission shall review and make recommendations to the mayor and city council on all proposed amendments to this ordinance.

The planning commission in its review and recommendation and the mayor and city council in its deliberations shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

- A. The amendment is in agreement with the general plan for the area;
- B. It has been determined that the legal purposes for which zoning exists are not contravened;
- C. It has been determined that there will not be adverse effect upon adjoining property owners unless such adverse effect can be justified by the overwhelming public good or welfare;
- D. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

No amendment to this ordinance shall become effective unless it shall have been proposed by or shall have first been submitted to the Lewisburg Municipal Planning Commission for review and recommendation. The Planning Commission shall have thirty (30) days following the planning commission meeting wherein such amendment is entertained within which to submit its report. If the Planning Commission disapproves the amendment within thirty (30) days, it shall require the favorable vote of a majority of the entire membership of the City Council to become effective. If the Planning Commission fails to submit a report within the thirty (30) day period, it shall be deemed to have approved the proposed amendment.

No change or departure from the text or maps as certified by the Planning Commission shall be made, unless such change or departure be first submitted to the Planning Commission and approved by it, or, if disapproved, receive the favorable vote of a majority of the entire membership of the City Council.

Before enacting an amendment to this ordinance, the City Council shall hold a public hearing thereon, after giving adequate public notice.

# CITY OF LEWISBURG

## DEPARTMENT OF CODES / STORMWATER



### 2021 SUBMITTAL DEADLINES AND SCHEDULES

Initial Submittal Deadline	Staff Comments Returned to Applicant	Resubmittal Deadline	Planning Commission Meeting (4:00 PM)
12/14/20	12/29/20	1/7/21	1/19/21
1/11/21	1/22/21	2/2/21	2/16/21
2/8/21	2/19/21	3/2/21	3/16/21
3/15/21	3/26/21	4/6/21	4/20/21
4/12/21	4/23/21	5/4/21	5/18/21
5/10/21	5/21/21	6/1/21	6/15/21
6/14/21	6/25/21	7/6/21	7/20/21
7/12/21	7/23/21	8/3/21	8/17/21
8/16/21	8/27/21	9/7/21	9/21/21
9/13/21	9/24/21	10/5/21	10/19/21
10/12/21	10/22/21	11/2/21	11/16/21
11/15/21	11/30/21	12/9/21	12/21/21

All Plan Submittals shall be submitted to the Codes / Stormwater Department. Submittal shall consist of 6 sets of Site, Grading, Drainage and Utility Plans. Only 1 set of supporting stormwater documents such as the SWPPP and Drainage Calculations are required. The Codes / Stormwater Department will distribute the plans to all utility departments and will include their comments in one submittal back to the applicant. Final approval will also require the Erosion and Sedimentation Control Plan to be submitted by pdf.

## MINOR SITE PLAN

### Qualifications for a Minor Site Plan

Minor Site Plan must satisfy the following criteria:

- Does not change the internal or external traffic patterns of the site
- Alterations or additions do not increase the building size by more than 5,000 square feet or 25% of the gross building area, whichever is less
- Site is occupied by only one primary building containing less than 30,000 square feet
- Land disturbing activity is under 12,000 square feet

### Minor Site Plan Requirements

1. Show gross square feet of each structure
2. Show the relation of the proposed development to the street system, the surrounding use district and surrounding properties
3. All plans shall be drawn to scale as required by Zoning Officer, 1"=100' or greater
4. Show all existing and proposed roads and drainage ways
5. Show Curb cuts, drives, and parking areas as required by SECTION 4.010
6. Show Set back lines to be shown on the plat/plan
7. Show the existing zoning
8. Show proposed use of the land and buildings
9. Show acreage of the site
10. Include a vicinity map indicating site or distance to nearest intersection
11. Show square feet of land to be disturbed, where applicable
12. Where applicable, show limits of established flood hazard Zones "A" or "AE" and Floodway
13. Where applicable, show buffering plan and/or solid waste disposal area plan per definitions and SECTION 3.110
14. Utilities locations serving site
15. All commercial and industrial sites shall either be landscaped or returned to a natural state. An irrevocable letter of credit or other surety instrument shall be posted with City of Lewisburg prior to occupancy to ensure such conditions.

## MAJOR SITE PLAN

### (ii) Qualifications for a Major Site Plan

All site plans that exceed the qualifications for a Minor Site Plan must include all the requirements of a Minor Site Plan in addition to the following:

1. All plans shall be drawn to scale as required by Zoning Officer, 1"=100' or greater
2. Show all landscaping and planting screen
3. Show building design for review by Marshall County Building Codes Inspector
4. Provide Storm water management plan as required by Public Works Department or Planning Commission
5. Show all sides of the building elevations
6. Structures larger than 5,000 square feet shall bear a certificate by a licensed engineer certifying that the plan as shown is true and correct
7. Show existing and proposed grades indicated per Grading Plan
8. Grading plan attached to site plan \* contingent
9. Provide a form for certification by the owner and trustee of mortgage, if any, that they adopt the plan, and dedicate the streets as shown on the plan and agree to make any required improvements of adjacent streets as shown on the plan

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### LEWISBURG STORMWATER MANAGEMENT PERMIT APPLICATION REQUIREMENTS

The following items all must be submitted to the Codes/Stormwater Department before a Stormwater Protection Permit will be issued for the project:

#### COMMERCIAL CONSTRUCTION (Less than 1 acre of land disturbance)

1. Complete Application Form (Long Form)
2. 6 Complete Sets of Site Plans including Erosion and Sedimentation Control Plans (1)
3. Topographic Site Location Map (Quadrangle Map)
4. Stormwater Calculations (1)
5. Detention Maintenance Agreement Form (If Required)
6. Permit Application Fee

#### COMMERCIAL CONSTRUCTION (Greater than 1 acre of land disturbance)

1. Copy of signed Notice of Intent mailed to the Division of Water Pollution Control (WPC)
2. Copy of the Storm Water Pollution Prevention Plan (SWPPP) sent to WPC
3. Items 1-6 from above

#### RESIDENTIAL CONSTRUCTION

1. Complete Application Form (Short Form)
2. Permit Application Fee
3. A sketch of how the house and/or other structures will lay within the lot

#### NOTES:

1. The Stormwater Management Ordinance contains detailed descriptions of the requirements for stormwater calculations and site plans. Plans should only be submitted to the Codes/Stormwater Department. The Codes/Stormwater Department will distribute copies to all of the utilities.
2. The quickest way to obtain a Stormwater Permit is to submit all of the required documents listed above as one package, so the Department can perform a complete review and make a timely decision. If pieces of the application are submitted, the Department may review them, but official comments will not be issued until all documents are received. If the entire package is submitted, and revisions are necessary, only those items requiring revision will need to be resubmitted.
3. Two sets of approved plans will be kept by the Codes / Stormwater Department. All other sets will be returned at the Pre-Construction Conference if requested.

<b>SCHEDULE OF FEES FOR THE CITY OF LEWISBURG</b>		
<b>Zoning Fees</b>		
Amendments	\$250.00	
Appeal	\$250.00	
Request Variance	\$250.00	
Special Call Meeting Request	\$400.00	
Conditional Use Permit (Special Exception)	\$250.00	
Annexation Request	\$250.00	
<b>Plat Review Fees</b>		
Sketch Plat	\$0.00	
Site Plan Review	\$200.00	
Construction Plan Review	\$400.00	
Minor Plat (Two lots or less)	\$75.00	
Preliminary Plat	\$50.00 per Lot	
Final Plat	\$100.00 per Lot	
Cell Tower	\$400.00	
Junk Yard	\$500.00	
<b>Land Disturbance Permit</b>		
Disturbed Acreage	<b>From</b>	<b>To</b>
0.01 -- 0.99	\$50.00	\$50.00
1.00 -- 5.00	\$50.00	\$250.00
5.00 -- 10.00	\$250.00	\$500.00
10.00 -- 20.00	\$500.00	\$1,000.00
20.00 -- 30.00	\$1,000.00	\$1,500.00
30.00 -- 100.00	\$1,500.00	\$5,000.00
>100.00	\$5,200.00	
<b>General Administrative Fees</b>		
Zoning Verification Letters	\$10.00	
Zoning Compliance Fee	\$10.00	
Accessory Structure Applications	\$25.00	
Sign Permit	\$50.00	
Yard Sale	\$0.00	
Demo Permit	\$100.00	
Fireworks (per location)	\$750.00 Summer Season	
	\$375.00 Winter Season	
	\$950.00 Combined Seasons	
Traveling Shows, Carnivals, Circus	\$400.00	
<b>Temporary Use Permits</b>		
Christmas Tree Sales	\$55.00	
Temporary Buildings & Use Permit	\$100.00	
Religious Tent Meeting	\$0.00	
<b>Transient Vendor</b>		
	\$55.00	
<b>Taxicab Permit</b>	\$10 Annually Plus \$10 for each Taxicab Operated, Business License Required	

**PERMANENT SIGN PERMIT APPLICATION  
CITY OF LEWISBURG, TN**

Fee \_\_\_\_\_

No. \_\_\_\_\_

**SIGN LOCATION**

Business Name: \_\_\_\_\_

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

Owner/Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**INSTALLER INFORMATION**

**SAME AS ABOVE**

Installer Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIGN DESIGNER INFORMATION**

**SAME AS ABOVE**

Designer Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please submit the following along with this application:**

- ❖ **Rendering of Signage** showing detailed design and dimensions, including materials, colors, and illumination (if applicable). Ground Signs should also show side, end, and top views.
- ❖ **Site Plan** showing proposed location on lot or building wall.
- ❖ If electrical work is to be performed, contact Lewisburg Electric System to obtain a separate Electrical Permit.
- ❖ **Call before you dig.** You must Call 811 or 1-800-351-1111 for marking underground utility lines.

**SIGN INFORMATION**

**GROUND SIGN**

Sign Square Footage (ft): \_\_\_\_\_ Lot Frontage (ft): \_\_\_\_\_

**BUILDING/WALL/WINDOW/AWNING SIGN**

Number of Wall Signs: \_\_\_\_\_

Sign #1 Square Footage (ft): \_\_\_\_\_ Sign #1 Wall Length (ft)\*: \_\_\_\_\_

Sign #2 Square Footage (ft): \_\_\_\_\_ Sign #2 Wall Length (ft)\*: \_\_\_\_\_

Sign #3 Square Footage (ft): \_\_\_\_\_ Sign #3 Wall Length (ft)\*: \_\_\_\_\_

Sign #4 Square Footage (ft): \_\_\_\_\_ Sign #4 Wall Length (ft)\*: \_\_\_\_\_

*\*Length of building or tenant wall to which sign is attached.*

**I understand and agree to comply with the City of Lewisburg Zoning Ordinance.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# LEWISBURG PLANNING DEPARTMENT ZONING PERMIT – ACCESSORY STRUCTURE

<b>PROPERTY INFORMATION</b>	
Project Address: _____	
Owner Name: _____	Phone: _____
Contractor: _____	Phone: _____
Email: _____	
Proposed Use: _____	Map/Group/Parcel: _____
Lot: _____	Zoning District: _____ Subdivision: _____
<b>STANDARDS (SEE SECTION 3.100)</b>	
Proposed Square Footage: _____ Existing Detached Structure(s) Size: _____	
House Square Footage*: _____ Allowed Size: _____	
*Accessory structure shall not exceed 40% of the total square footage of the principal structure.	
**Area refers to the area in square feet of all floors, covered porches, patios, lean-to, attached garage and carport.	
<b>SETBACKS:</b>	
Front: _____ Side(s): _____ Side Street: _____ Rear: _____ Maximum Lot Coverage: _____	
Height may not exceed the height of the existing principal structure.	
City of Lewisburg does not certify setbacks. Only a licensed surveyor can. Setbacks are from Property Line.	
<i>I understand and agree to comply with the City of Lewisburg Zoning Ordinance.</i>	
Applicant Signature: _____ Date: _____	

**WARNING: NEIGHBORHOOD RESTRICTIONS OR HOA’S MAY HAVE DIFFERING STANDARDS. IN SUCH CASES, THE MORE RESTRICTIVE REGULATIONS APPLY. BUILDING CODES AND OTHER CITY, STATE, AND FEDERAL LAWS MAY APPLY.**

**ACCESSORY STRUCTURES SHALL NOT BE USED FOR HUMAN HABITATION.**

**THE PROPERTY OWNER IS RESPONSIBLE FOR VERIFYING PROPERTY LINES.**

**FLOODPLAIN INFORMATION**

The proposed development is located on FIRM Panel Number \_\_\_\_\_

Appears to be in the SFHA, more documentation required \_\_\_\_\_

**Does not appear to be in the SFHA** \_\_\_\_\_

If the property is located within a Special Flood Hazard Area, Federal law requires that a flood insurance policy be obtained as a condition of a federally backed mortgage or loan that is secured by the building. Additionally, all applicable provisions of the Floodplain Ordinance contained in the Zoning Ordinance of the City of Lewisburg will apply. If the property is not shown to be in a Special Flood Hazard Area, that is no guarantee the property will not be subject to flooding.

**NOTICE**

**Before a Building Permit is issued by Marshall County Building Codes, you must have an 811 number (Call Before You Dig). Dial 811, ask for a locator. Give the location of the project. They will give you a 9-digit number. This number will go on your Building Permit**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>OFFICE USE ONLY:</b></p> <p><i>Approval Signature:</i> _____ <i>Date:</i> _____</p> <p><i>Zoning Permit #:</i> _____ <i>Fee:</i> \$ _____</p>
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2.020. Definitions.

**Accessory Building:** A subordinate building, or structure, the use of which is incidental to that of a principal building and located in the rear or side yard on the same lot therewith.

Article III: Section 3.100 Accessory use regulations of the Zoning Ordinance.

**3.100. Accessory use regulations.** The use of land, buildings, and other structures permitted in each of the districts established by this ordinance are designed by listing the principal uses. In addition to such principal uses, accessory uses which are customarily incidental to the permitted principal uses are also permitted in each district. Each accessory use shall:

- A. Be customarily incidental to the principal use established on the same lot.
- B. Be subordinate to and serve such principal use.
- C. Be subordinate in area, intent, and purpose to such principal use.
- D. Contribute to the comfort, convenience, or necessity of users of such principal use.
- E. An accessory use or structure on any residential lot shall not exceed forty (40) percent of the total square footage of the principal structure on such lot. If freestanding, it shall be located in the rear or side yard in relation to the principal structure on any lot. No accessory building shall be located in the front yard.
- F. The total height of the accessory use or structures shall not exceed the total height of the principal structure.
- G. Structures with two street yards (Corner Lots) shall observe the front yard setback requirements for the next adjacent lot fronting on the street that the side yard of the corner lot faces.
- H. Accessory structures shall be a minimum of ten (10) feet from any rear or side lot lines.
- I. Accessory structures shall not be used for human habitation.