

# APPLICATION PROCEDURES FOR SITE PLAN APPROVAL

## I. PURPOSE

In an effort to provide public notice and to allow for public input, the Town requires site plans for all new developments or redevelopments of commercial, office, public, semi-public, recreation, and other non-single family residential uses to be reviewed by the Farragut Municipal Planning Commission (FMPC).

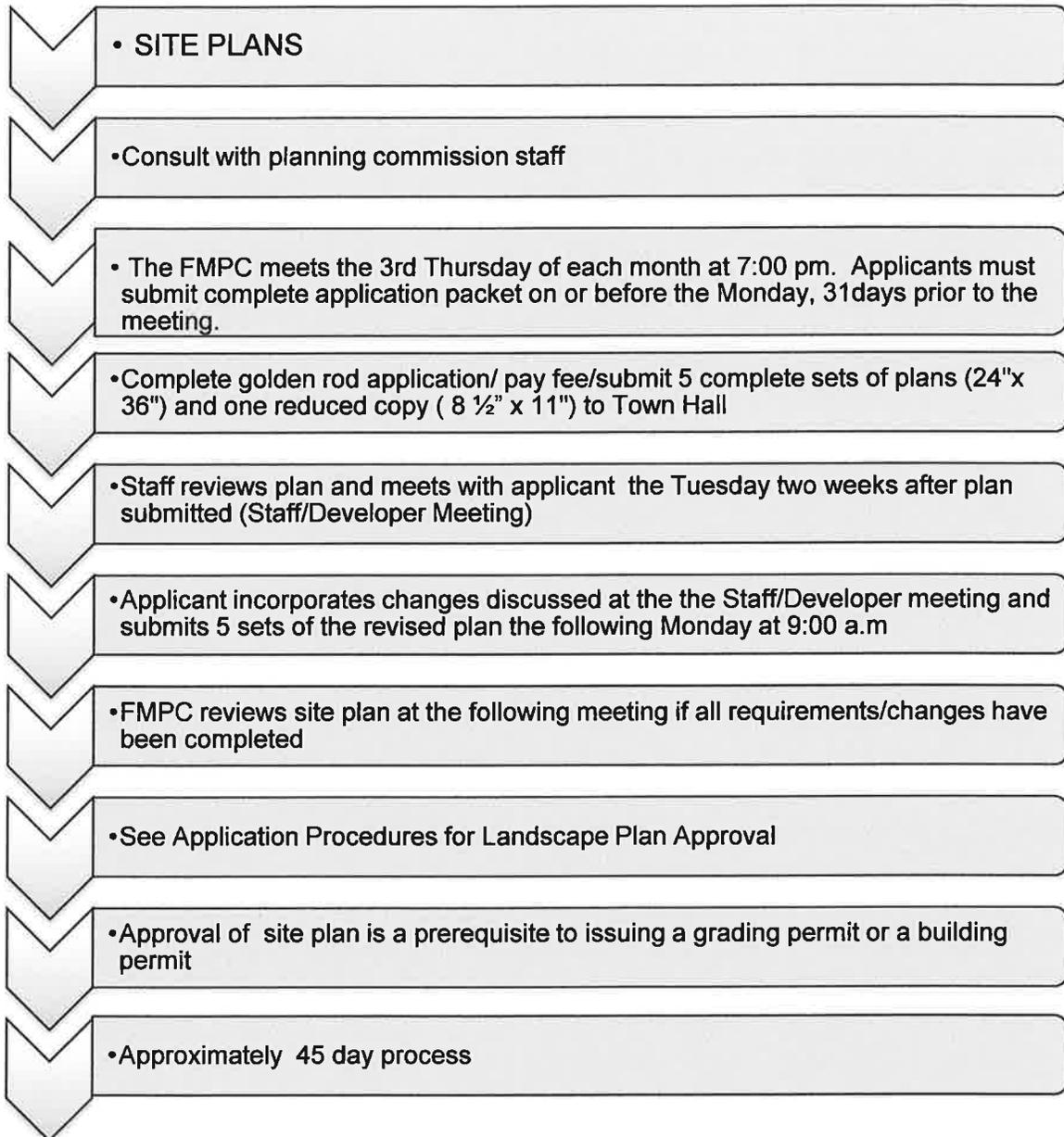
## II. APPLICATION AND APPROVAL PROCESS

Site plans must be submitted on or before the Monday, 31 days prior to the FMPC meeting. The FMPC meets the 3rd Thursday of each month at 7:00 pm. A complete site plan application packet includes five (5) complete sets of plans (24" x 36"), one reduced set of plans (8 ½" x 11"), a completed application form, and an application fee. A Traffic Impact Study must also be submitted.

A site plan and a landscape plan must be approved before a grading permit or building permit will be issued. The landscape plan must be approved in conjunction with the site plan.

\*\*\* This summary and outline presented here is intended as a general guide and does not represent an inclusive set of details or requirements. Applicants should consult early and informally with the planning commission staff for advice and assistance. This will enable the applicant to become thoroughly familiar with the Farragut Zoning Ordinance and all other applicable regulations and requirements.

## **APPLICATION PROCEDURES FOR SITE PLAN APPROVAL**



**SITE PLAN APPLICATION**  
**TOWN OF FARRAGUT, TENNESSEE**

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|--|
| FOR OFFICE USE ONLY<br>Fee Paid: _____ |
|--|

APPLICANT NAME: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

NAME OF SITE PLAN: \_\_\_\_\_

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

Parcel/Lot Number: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Size of Tract (acres): \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

DEVELOPER NAME: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

SITE PLAN PREPARED BY: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE AND I AM THE APPOINTED REPRESENTATIVE/APPLICANT FOR THE BUSINESS/USE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

PLANNING COMMISSION - ACTION TAKEN:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

# CERTIFICATION

I hereby certify that the submitted site plan includes and addresses all items identified in the application checklist.

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Name and address of plan

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Name of plan preparer (please print)

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Signature of plan preparer

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Date

## Checklist For Applicants Site Plan

Project: \_\_\_\_\_

| Planning Division   | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|---|-------------------------|------------------------|
| 1. Submit five (5) complete sets of plans on sheets 24" x 36" and one (1) 8 ½ x 11" reduced set   |                         |                        |
| 2. Title block information:<br>a. Name of site plan<br>b. Address<br>c. Map and parcel # information<br>d. Preparation date & revision dates<br>e. Property owner and developer's names, addresses, and telephone numbers |                         |                        |
| 3. Name, address, telephone #, seal and signature of qualified preparer   |                         |                        |
| 4. Approximate north point, location map, and legend  |                         |                        |
| 5. Verbal and graphic scale   |                         |                        |
| 6. Scale: Not less than 1" = 20' for small tracts and 1" = 50' for large tracts   |                         |                        |
| 7. Acreage of site  |                         |                        |
| 8. Dimensions and calls of all property lines   |                         |                        |
| 9. Contour lines showing existing and proposed grades   |                         |                        |
| 10. Stabilization details for all slopes greater than 3:1 (run/rise)(may require certification from a geo-technical engineer)   |                         |                        |
| 11. Calculations and diagrams verifying maximum lot coverage  |                         |                        |
| 12. Calculations and diagrams verifying landscaping requirements between buildings and parking lots   |                         |                        |
| 13. Locations of all existing and proposed buildings, including all building entrances  |                         |                        |

Project: \_\_\_\_\_

| Planning Division  | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|--|-------------------------|------------------------|
| 14. Elevations/schematics of proposed buildings. The building materials, colors, architectural style, and building height shall be indicated   |                         |                        |
| 15. The location on the building where the address will be posted  |                         |                        |
| 16. Parking lots, including islands, interior parkways, parking lot design, interior traffic circulation, and associated dimensions  |                         |                        |
| 17. Required buffer strips   |                         |                        |
| 18. Driveway(s) to adjacent rights-of-way and/or joint access easements  |                         |                        |
| 19. Distances from the proposed driveway to existing driveways and intersections on the same street and which are located within the immediate vicinity of the proposed new driveway   |                         |                        |
| 20. Garbage dumpsters and recyclable containers including location, screening and access   |                         |                        |
| 21. A lighting plan – isofootcandle diagram, location of all pole and wall lights, detail of all types of light fixtures and poles   |                         |                        |
| 22. Location of all existing and proposed on-site utilities (including poles, pad mounted transformers, buried lines, sanitary and storm sewers, water, electricity, gas, cable, telephone) [Prior to issuance of grading permit, the water and sewer sheets must be signed by First Utility District] |                         |                        |
| 23. Antennas, including location, size, height, type, and screening  |                         |                        |
| 24. Off street parking: Handicapped:<br>Required: _____<br>Shown: _____  |                         |                        |

Project: \_\_\_\_\_

| Planning Division  | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|--|-------------------------|------------------------|
| 25. Pedestrian access ways and pedestrian circulation patterns, showing the connections between building entrances, parking areas, public sidewalks, adjacent rights-of-way, and adjacent properties   |                         |                        |
| 26. Walking trail/sidewalk – include full construction details (including shoulders), and show drainage, utility poles, transformers, manholes, all meters, guardrails, handrails (if applicable), and detail of existing conditions and how facility fits where constructed |                         |                        |
| 27. If a walking trail/sidewalk is proposed, add the following note: “All walking facilities (walking trails/sidewalks) must be coordinated with town staff prior to construction”   |                         |                        |
| 28. Include location of bike racks, detail of bike racks, and cite to ensure fully functional per design   |                         |                        |
| 29. Loading areas for truck delivery   |                         |                        |
| 30. HVAC systems, including location and screening details   |                         |                        |
| 31. Irrevocable letter of credit for required landscaping  |                         |                        |
| 32. Show and label all environmentally sensitive areas, such as wetlands, streams, springs, sinkholes, wet weather conveyances, steep slopes, rock formations, etc.  |                         |                        |
| 33. Show and label the extent of any aquatic buffer [required adjacent to all streams, wetlands, and springs]  |                         |                        |
| 34. If an aquatic buffer, add the following note: “There shall be no clearing, grading, construction, or disturbance of soil and/or native vegetation within the aquatic buffer except as permitted by the Town of Farragut”   |                         |                        |

Project: \_\_\_\_\_

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|--|--|--|
| 35. If any portion of the land being developed is subject to flood, the limit of the base flood elevation (floodway, 100 and 500 year flood fringe boundaries, and 50% Flood Fringe no fill line) shall be shown |  |  |
| 36. Show all streams (not mapped by FEMA) and indicate location and elevation of the top of bank   |  |  |
| 37. Indicate minimum floor elevation (M.F.E.) [3 feet above base flood elevation]  |  |  |

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

| Tree Preservation/Removal Plan   | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|--|-------------------------|------------------------|
| 38. Plan prepared by an approved professional  |                         |                        |
| 39. Name and location of project   |                         |                        |
| 40. A north arrow and a written and graphic scale  |                         |                        |
| 41. Name, address, telephone no., seal and signature of preparer   |                         |                        |
| 42. Location and identification of proposed improvements and proposed area of disturbance  |                         |                        |
| 43. Outline of the general location and an identification of the predominant species within all tree covered areas   |                         |                        |
| 44. Outline of the exact location and a species and size identification of individual trees listed as being protected in the ordinance   |                         |                        |
| 45. The outline of all trees or, where applicable, tree covered areas is drawn based on the approximate extent of the existing canopy(s)   |                         |                        |
| 46. An identification of those protected trees which are considered to be hazardous  |                         |                        |
| 47. An identification of those trees which are to be saved and those which are to be removed   |                         |                        |
| 48. A table which corresponds to the trees shown on the drawing and which summarizes the total number of required replacement trees and total number of trees which may be credited toward fulfilling landscaping requirements |                         |                        |
| 49. The location and an identification of all environmentally sensitive areas  |                         |                        |
| 50. The location and an identification of required buffer strips   |                         |                        |

Project: \_\_\_\_\_

| Tree Preservation/Removal Plan  | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|---|-------------------------|------------------------|
| 51. A detail of tree protection fencing showing the height, material to be used, and installation method  |                         |                        |
| 52. The location and an identification of tree protection fencing   |                         |                        |
| 53. The location and a description, including a typical detail of any other tree protection measures, such as dry wells, retaining walls, mulched aisle ways, etc.  |                         |                        |
| 54. The location and an identification of temporary construction activities, such as the storage of equipment, worker parking, burn holes, topsoil stockpiles, etc. |                         |                        |
| 55. An identification of trees where special treatments, pruning, or other measures are proposed  |                         |                        |
| 56. A description of any proposed special treatments, pruning or other measures   |                         |                        |
| 57. Evidence that the plan is consistent with other site development elements (e.g. grading, utility provisions, etc.)  |                         |                        |

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

| Engineering Division   | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|--|-------------------------|------------------------|
| 58. Driveways to adjacent rights-of-way and joint permanent access easements   |                         |                        |
| 59. Show driveways and intersections within vicinity of proposed driveway and indicate distances between driveways and intersections                                     |                         |                        |
| 60. Turning radii and dimensions for truck loading areas   |                         |                        |
| 61. Detention basins and other drainage structures, including drainage easements and water quality easements   |                         |                        |
| 62. Drainage calculations  |                         |                        |
| 63. Location of all existing and proposed on-site utilities (including poles, pad mounted transformers, buried lines, sanitary and storm sewers, water, and electricity) |                         |                        |
| 64. Irrevocable letter of credit for erosion control (calculated by staff)   |                         |                        |
| 65. Drainage fee (calculated by staff)   |                         |                        |
| 66. Topography of existing and finished grades   |                         |                        |
| 67. Parking lots, including traffic control pavement markings  |                         |                        |
| 68. Construction profiles and details for all pedestrian access ways   |                         |                        |
| 69. Minimum floor elevations (M.F.E.)  |                         |                        |
| 70. Erosion control plan   |                         |                        |
| 71. Drainage plan  |                         |                        |
| 72. Stabilization details for all slopes greater than 3:1 (run/rise) (may require certification from a geo-technical engineer)   |                         |                        |

Project: \_\_\_\_\_

| Engineering Division  | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|---|-------------------------|------------------------|
| 73. Access permit required                                    |                         |                        |
| 74. Notification of other permits required (ARAP, TDOT, etc.) |                         |                        |
| 75. Submittal of Traffic Impact Study                         |                         |                        |

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

| Codes Division   | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|--|-------------------------|------------------------|
| 76. Size of building (sq.ft.)                          |                         |                        |
| 77. Number of stories                                  |                         |                        |
| 78. Construction type                                  |                         |                        |
| 79. Occupancy type                                     |                         |                        |
| 80. If a multi-occupancy structure, list all addresses |                         |                        |
| 81. One hour protected?                                |                         |                        |

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

| Fire Division  | Applicant<br>Yes-No-N/A | Town Staff<br>Comments |
|--|-------------------------|------------------------|
| 82. Show adequate accessibility of buildings for emergency apparatus   |                         |                        |
| 83. Fire department vehicle access adequate?   |                         |                        |
| 84. Show location of fire lanes and pavement markings  |                         |                        |
| 85. Minimum driveway width: 18' one-way, 25' two-way   |                         |                        |
| 86. Locate all overhead obstructions. Minimum clearance of 13'6"   |                         |                        |
| 87. Adequate turn around must be provided for fire dept. apparatus   |                         |                        |
| 88. Show location and size of all water mains  |                         |                        |
| 89. Underground fire mains must be installed or supervised by a TN licensed sprinkler system contractor from the point immediately after the tap of the service main |                         |                        |
| 90. Show location of all fire hydrants. Must be within 400' of driving distance to all points of the structure, 600' if sprinklered                                  |                         |                        |
| 91. Indicate date and time of test, flow in g.p.m. pressures obtained and name of tester for all existing fire hydrants (must be < 12 months)                        |                         |                        |
| 92. Structure to be sprinklered?   |                         |                        |
| 93. Building to have automatic fire detection? (If so, pickup fire alarm submittal pack)   |                         |                        |
| 94. Show all building exit locations   |                         |                        |
| 95. Provide calculated fire flow and quantity of hydrants as per adopted IFC   |                         |                        |
| 96. Are hazardous materials to be stored or produced at this location?   |                         |                        |

Project: \_\_\_\_\_

Additional comments: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_