

# **TOWN OF FARRAGUT DEVELOPMENT MANUAL**

**Prepared by the  
Local Planning Assistance Office**

**September 2008**  
*Updated May 2016*

# Table of Contents

<b>TOWN OFFICIALS.....</b>	<b>ii</b>
<b>CONTACT LIST.....</b>	<b>iii</b>
<b>SECTION I.....</b>	<b>1</b>
<b>BEFORE YOU DEVELOP IN FARRAGUT.....</b>	<b>1</b>
<i>Purpose of This Manual.....</i>	<i>1</i>
<i>How to Use This Manual.....</i>	<i>1</i>
<i>There’s More To It.....</i>	<i>1</i>
<i>What You Should Do To Get Approved.....</i>	<i>1</i>
<i>General Guidelines.....</i>	<i>3</i>
<i>What’s Next.....</i>	<i>4</i>
<b>SECTION II.....</b>	<b>5</b>
<b>SUBDIVISION PLAT APPROVAL.....</b>	<b>5</b>
<i>Subdivision Review Process.....</i>	<i>5</i>
<i>Concept Plan.....</i>	<i>7</i>
<i>Preliminary Plat.....</i>	<i>8</i>
<i>Final Plat.....</i>	<i>10</i>
<b>SECTION III.....</b>	<b>12</b>
<b>SITE DISTURBANCE AND DEVELOPMENT PLANS.....</b>	<b>12</b>
<i>Site Plan Review Process.....</i>	<i>12</i>
<i>Landscape Plan Review Process.....</i>	<i>15</i>
<i>Tree Protection Requirements.....</i>	<i>17</i>
<i>Grading and Land Disturbance Permitting.....</i>	<i>19</i>
<i>Permitting for Driveways and Other Access Ways.....</i>	<i>22</i>
<i>Sign Permitting Process.....</i>	<i>25</i>
<b>SECTION IV.....</b>	<b>27</b>
<b>SPECIAL ZONING DISTRICTS.....</b>	<b>27</b>
<i>Planned Commercial Development District.....</i>	<i>27</i>
<i>Town Center District.....</i>	<i>30</i>
<b>SECTION V.....</b>	<b>34</b>
<b>REZONINGS AND TEXT AMENDMENTS.....</b>	<b>34</b>
<i>Rezoning Requests and Zoning Text Amendments.....</i>	<i>34</i>
<i>Sign Ordinance Text Amendment.....</i>	<i>35</i>
<i>Subdivision Regulations Text Amendment.....</i>	<i>36</i>
<b>SECTION VI.....</b>	<b>37</b>
<b>ZONING APPEAL PROCESS.....</b>	<b>37</b>
<i>Board of Zoning Appeals Actions.....</i>	<i>37</i>
<b>APPENDIX A.....</b>	<b>40</b>
<i>Application Procedures for Concept Plan for Property Subdivision – (Teal)</i>	
<i>Application Procedures for the Subdivision of Property - (Preliminary Plat - Yellow)</i>	
<i>Application Procedures for the Subdivision of Property - (Final Plat – Light Green)</i>	
<i>Application Procedures for Site Plan Approval - (Goldenrod)</i>	
<i>Application Procedures for Landscape Plan Approval - (Light Pink)</i>	
<i>Sign Application - (Dark Pink)</i>	
<i>Application Procedures for Rezoning Property and Zoning Ordinance Text Amendments - (Salmon)</i>	
<i>Board of Zoning Appeals Application - (Light Blue)</i>	
<i>Architectural Design Review Checklist</i>	
<i>Application to Amend the Future Land Use Plan</i>	

## **TOWN OFFICIALS**

### **BOARD OF MAYOR AND ALDERMEN**

Meetings on 2nd and 4th Thursdays, 7 p.m. at the Town Hall\*

### **PLANNING COMMISSION**

Meets every 3<sup>rd</sup> Thursday of the month at 7 p.m.\*

### **BOARD OF ZONING APPEALS**

Meets 4<sup>th</sup> Wednesday of the month (*as needed*) at 7 p.m.\*

### **VISUAL RESOURCES REVIEW BOARD**

Meets on the 4<sup>th</sup> Tuesday of the month at 7 p.m.\*

\* All meetings are held in the Board Room at the Farragut Town Hall, 11408 Municipal Center Drive, Farragut, Tennessee, unless noted otherwise.

## **CONTACT LIST**

The following entities can assist with approval of permits, development reviews, and installation of public utility service.

### **FARRAGUT COMMUNITY DEVELOPMENT DEPARTMENT**

(865) 966-7057 or (865) 675-2384

Office Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

The Community Development Department is the primary contact for permits or development reviews for the following:

Subdivision-Concept Plan Application

Subdivision-Preliminary Plats Application

Subdivision-Resubdivisions, Final Plats, & Plats of Correction Application

Site Plan Application

Landscaping Plan Application

Land Disturbance Permit

Grading Permit Application

Sign Permit Application

Building Permit

Fire Prevention Permit

Zoning Map Amendment Application

Zoning & Sign Ordinance Text Amendment Application

Board of Zoning Appeals Application

Customary Home Occupation Application

Plumbing/Gas Mechanical Permit Application

## **FARRAGUT ENGINEERING DEPARTMENT**

Phone: (865) 966-7057  
Office Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

The Engineering Department is the primary contact for permits or development reviews for the following:

Stormwater Requirements

Erosion Control Requirements

Permits for Excavations and Cuts in Public Rights-Of-Way

## **UTILITIES & OTHER PERMITS**

### Utility Districts

First Utility District of Knox County (FUD) - provides water and sewer  
122 Durwood Road  
Knoxville, TN 37922  
865-966-9741  
[www.fudknox.org](http://www.fudknox.org)

Lenoir City Utilities Board (LCUB) - provides electricity  
P.O. Box 449  
Lenoir City, TN 37771  
865-986-6591  
[www.lcub.com](http://www.lcub.com)

Knoxville Utilities Board (KUB) – provides gas service  
4505 Middlebrook Pike  
Knoxville, TN 37921  
865-524-2911  
[www.kub.org](http://www.kub.org)

### For Telephone, High Speed Internet and Cable TV

TDS Telecommunications Corp.  
11505 Kingston Pike  
Farragut, TN 37934  
865-671-4771  
[www.tdstelecom.com](http://www.tdstelecom.com)

Charter Communications  
11414 Kingston Pike  
Farragut, TN 37934  
865-544-0099

For Fire Protection and Ambulance Service

*For Fire Protection:*  
Rural/Metro Fire Department  
160 N. Campbell Station Road  
Farragut, TN 37934  
(865) 560-0239  
[www.ruralmetrofire.com](http://www.ruralmetrofire.com)  
*for the Fire Marshal, please call (865) 675-2384*

*For Ambulance Service:*  
AMR-Rural/Metro EMS  
10140 Gallows Point Drive  
Knoxville, TN 37931  
(865) 573-5779  
[www.ruralmetrosouth.com](http://www.ruralmetrosouth.com)

Access Permits on State Roads

Permits are not issued until approvals are first received from the Town of Farragut

Tennessee Department of Transportation (TDOT)  
by the Town of Farragut.  
TDOT Region 1  
7345 Region Lane  
Knoxville, TN 37914  
865-594-2400  
[www.tn.gov/tdot/article/local-information](http://www.tn.gov/tdot/article/local-information)

For Stream and Sinkhole Determinations

Tennessee Department of Environment and Conservation  
3711 Middlebrook Pike  
Knoxville, TN 37921  
865-594-6035  
[www.tn.gov/ENVIRONMENT](http://www.tn.gov/ENVIRONMENT)

For Wetland Determinations

Army Corp of Engineers  
Eastern Regulatory Field Office  
501 Adesa Blvd, Suite B 250  
Lenoir City, Tennessee 37771  
(865) 986-7296

[www.lrn.usace.army.mil/Missions/Regulatory/Organization.aspx](http://www.lrn.usace.army.mil/Missions/Regulatory/Organization.aspx)

For Property Addresses

Knox MPC Addressing Division  
Suite 403, City County Building  
400 Main Street  
Knoxville, TN 37902  
865-215-2507

[www.knoxmpc.org/addressing/index.htm](http://www.knoxmpc.org/addressing/index.htm)

*Contacts & phone numbers current: May 2016*

# SECTION I

## BEFORE YOU DEVELOP IN FARRAGUT

### **Purpose of This Manual**

This manual was developed to provide an overview of the significant development processes utilized within the Town of Farragut. It is intended to help the individual subdividers, developers, town residents, contactors and business owners understand the requirements for developing in the town and offices to contact with questions. **This document was not created to alleviate an in-depth review of the codes or replace the existing town ordinances, regulations, or codes, but be utilized as a companion document.**

In all cases a prospective developer should be aware that the three (3) following notes listed below applies to all development in the Town of Farragut:

- Town staff must be consulted prior to the submission of an application;
- All items must be submitted by the appropriate deadline to be placed on the agenda; and
- Items are not placed on an agenda until all applicable minimum requirements for the town are met.

### **How to Use This Manual**

This manual should be used in conjunction with the town's ordinances, regulations, codes and other state and federal regulations. To use this manual effectively, first review the general outline below that describes the various types of development. Depending on your type of development, you will need to review other, more specific, guidelines listed in this manual as well as additional ordinances such as the Farragut Municipal Code, the Farragut Zoning Ordinance, the Farragut Subdivision Regulations, Farragut Architectural Design Standards and the adopted Building Codes. A meeting to discuss the applicable development requirements should be set up with the Community Development Department staff.

### **There's More To It**

This manual is not intended to repeal, eliminate, or otherwise limit any requirements, regulations, applicable development codes of the town, or any state and federal legislation or regulation. It is recommended that any applicant or developer fully review all regulations paying particular attention to the Zoning Ordinance, Subdivision Regulations, Sign Regulations, Architectural Design Standards and other development regulations found in the Municipal Code before proceeding with the actual design of your development.

### **What You Should Do To Get Approved**

1. Check with the Community Development Department. An applicant must request a pre-application meeting with the Town staff, which would include the planning and



engineering staff. The request can be made to the Town's Community Development Department at (865) 966-7057.

2. Obtain a Copy of All Applicable Development Related Regulations. Review a current copy of all development regulations. Copies of these regulations can be obtained at the Farragut Town Hall and are available online at [www.townoffarragut.org](http://www.townoffarragut.org).
3. Determine the Current Zoning for the Project. Once you have determined the zoning of your site, review the district regulations found in the Zoning Ordinance that corresponds to your zoning district. A copy of the zoning map can be obtained at Farragut Town Hall or is available online at [www.townoffarragut.org](http://www.townoffarragut.org).

Each district has a list of permitted uses. Your proposed use must be included in the zoning district in which it is located.

4. What You Can Do When Your Use Is Not Permitted. If your use is not listed as a permitted use within the district, you have three (3) choices:
  - Find a different site that is zoned to accommodate your use.
  - Request a rezoning, which requires a public hearing and recommendation by the Planning Commission and approval by the Board of Mayor and Aldermen.
  - Request a text amendment to the zoning ordinance to allow your requested use.

If you request a rezoning or an amendment to the Zoning Ordinance, review the section of this manual titled “**Rezoning and Text Amendments.**” The steps outlined in this section must be successfully completed before proceeding further with your development.

6. Subdivisions of Property

If you are planning to subdivide a parcel of property, you will need to receive approval for your development as a subdivision. You may obtain this approval by following the steps outlined in the section titled “**Subdivision Plat Approval.**” When preparing your subdivision plat, be sure to consult the Subdivision Regulations, Zoning Ordinance and all other applicable development regulations.
7. Secure Site Plan or Land Use Disturbance Approvals. Once it is determined that your use is permitted, you must determine exactly what type of development approval you are seeking. Listed below are examples and the necessary steps required for each.
  - A. Site Plans

If you are proposing new construction or a redevelopment of a site, you must receive site plan approval. This can be accomplished by following the steps outlined in the section titled “**Site Plan Review Process.**”

In preparing your site plan, make sure that it conforms to the standards listed within the Zoning Ordinance concerning site plan content and design. Also make sure that the specific design of your development conforms to all other applicable development codes. If your specific design does not meet these conditions and requirements, you must revise your design.

B. Land Disturbance

If you are proposing to do land disturbance/clearing or tree removal, then a land disturbance permit would be required. The **“Tree Protection Requirements”** and the **“Grading and Land Disturbance Permitting”** sections must be reviewed for additional information.

Any development may require one or more of these separate approval processes. If you are unsure as to how to proceed or exactly what you are required to do, please contact the Community Development Department at (865) 966-7057.

## **General Guidelines**

Here are some general guidelines and helpful tips to follow for a smoother review process for any development.

1. Applications and Deadlines. Complete application submittals must be made by the application deadline. Refer to the application procedures for meeting schedules and deadlines for specific application submission deadlines. The correct color coded applications shall be used.

Submit a complete application. Your request will not be placed on an agenda if it is found to be incomplete, or if applicable fees are not paid. If you resubmit for a new review, a complete application packet must be resubmitted and all applicable fees must be paid.

2. Comment and Review Letters. Once submitted, proposals are reviewed by appropriate town staff. Town staff prepares a comment and review letter and forwards it to the applicant and his/her designer.

If the project is a planning commission review item, the letter will be forwarded to the applicant approximately nine (9) working days after the filing deadline. The applicant and his/her design team will then meet with the town staff to discuss the comment and review letter at the Staff/Developer Meeting, which is held the Tuesday, two (2) weeks after the application deadline date.

3. Resubmittals. Resubmitted plans shall include a letter summarizing changes made to the plans and where these changes can be found.

If the project is to be heard by the planning commission, the plans must be resubmitted to the Town Hall front desk by 9:00 a.m. the Monday following the Staff/Developer Meeting.

4. Fees. A schedule of fees is available at the Town Hall and is available online at [www.townoffarragut.org](http://www.townoffarragut.org). Fees are established by the Board of Mayor and Aldermen and are subject to change.

### **What's Next**

Once you have received approval for your site plan, you must obtain a grading permit and a building permit. Refer to the Town's "Commercial Plan Review Requirements" handout for assistance for these requirements.

## SECTION II

### SUBDIVISION PLAT APPROVAL

#### **Subdivision Review Process**

Land subdivision is a critical step in the overall community development process and has far reaching effects on future land use and development decisions within the community. The process involves the creation of new building lots, the development of new streets and other transportation routes, and the installation of utility and drainage infrastructure needed to service the new development. It also includes coordinating the proposed subdivision with the town's overall planning program and existing or planned infrastructure in the surrounding area. In this context, the consequences of a poorly planned and developed subdivision can negatively affect both future lot owners, and the community as a whole.

The Tennessee Code places control over the subdivision process with the town's planning commission. The planning commission is empowered to make and adopt plans for the community's overall development, adopt subdivision regulations, and review all public infrastructure improvement projects. The commission is not simply a plat approval board. It is a public planning body with broad authority to oversee and coordinate the subdivision process in order to implement community development goals and advance the public's interest.

A subdivision is defined by the Tennessee Code and generally includes the division of property into two or more lots, sites, or other divisions for the purpose of sale or building development. It also includes the resubdivision or replatting of property. There is a very limited exemption for lots in excess of five acres, but only where no new roadways or utilities will be needed to service the property. The planning commission will make this determination, and can consider both present and future infrastructure needs within the context of the enabling statutes and the overall purposes of the subdivision regulations.

#### **So what is covered under the planning commission's subdivision review program?**

- All subdivision developments involving new street and utility construction.
- Any subdivision action that creates a lot that is less than five acres in area. This includes resubdivision, simple lot splits, and other "minor" subdivision activities.
- Any division of land, regardless of lot size, that the planning commission determines to be a subdivision within the context of the enabling statutes and the purposes of its subdivision review program.
- Any action that will change the boundaries of existing lots, creates one or more new lots, reconfigures or combines existing lots, realigns the boundary between contiguous lots, changes any easement on an existing lot, and/or alters any restrictions or other notes located on an approved subdivision plat.

## Getting Started

- There are a number of things a prospective developer/subdivider should do prior to making an application.
- Contact the town's community development staff to discuss your ideas and insure that you understand the process.
- Check to see what the property is zoned and its potential effects on your project. You may need to investigate the possibility of a rezoning (see **Section V, Rezoning and Text Amendments** of this manual).
- Review the town's subdivision regulations and begin to compile an inventory of the various local, state, and federal regulations that might impact your project. This inventory should include any regulations imposed by local utilities and other service providers. Unfortunately, there is no such thing as "one-stop-shopping" when comes to a development project. Each project is different; and depending on its location, characteristics, and/or other factors it may be subject to various jurisdictions and differing requirements. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all applicable requirements. Quality design professionals should be able to assist in this effort.
- Obtain the services of design professionals that understand the process and have a proven track record of quality work. This may, depending on the scale of the project, included licensed surveyors, engineers, landscape architects, and land planners. These professionals should become familiar with the applicable regulations and prepare all plans, plats, and other materials in conformance them.

## Applications

Applications for a concept plan, preliminary plat, or final plat review must be submitted to the Town Hall front desk by the Monday, falling at least thirty-one (31) days prior to the planning commission meeting at which they will be reviewed. The planning commission meets at 7:00 p.m. on the third Thursday of each month.

Application forms for the various types of plat or plan review can be obtained from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). Examples of these forms are provided in Appendix A. These application forms are color coded to avoid confusion. The correct application form must be properly filled out and include all required information to be placed on the planning commissions agenda for review.

## How does the process work?

A prospective developer is required to submit various plans, plats, and other documentation to ensure that their project is in conformance with the town's overall planning program. The planning commission utilizes the town's community development and engineering staff to fully review all subdivision proposals. The process may include the following steps:

- Concept Plan - Required for all multi-phase subdivision developments, and/or open space developments. Concept plan approval will not trigger the issuance of grading and development permits.
- Preliminary Plat – Required for most subdivision developments. This includes any subdivision involving the construction of roadways or utilities. Preliminary plat approval

is required before the town will issue grading permits for the project. Only very minor subdivision actions may be exempted from this requirement.

- Final Plat –Required for all subdivisions.

These plans and plats must be complete when submitted for review and be in conformance with all applicable regulations before they will be placed on the planning commission’s agenda for consideration. Other town ordinances and regulations that should be reviewed by the development team during the subdivision planning process include but are not limited to the following:

- Farragut Zoning Ordinance;
- Access permit requirements (traffic impact studies);
- Stormwater Ordinance and grading permit requirements;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Tree Protection Ordinance;
- Landscaping requirements;
- Permit requirements for utility construction and excavations in public rights-of-way;
- Major Road Plan;
- Road acceptance policy;
- Architectural Design Standards.

### **Concept Plan**

A concept plan is required for all multi-phase subdivisions or open space developments. The purpose of this plan is to allow the planning commission to evaluate the development site, the overall development plan, and how it relates to the surrounding area. Particular attention will be paid to the sites physical characteristics and their effects on site design; locating open space and other amenity areas; and coordinating transportation (vehicular and pedestrian), drainage, and utility infrastructure throughout the development site and surrounding area. This process is intended to allow the planning commission and developer to identify potential conflicts and layout a general comprehensive development scenario for the entire property.

### **Plan Development and Preparation**

The developer and his/her professional design team should identify and review all applicable regulations, policies, and public planning documents. The development site and surrounding area should be inventoried and analyzed. The town requires that the design team meet with its staff at this point in the process. A concept plan should then be prepared for review by the planning commission and the town’s staff.

The completed plan must meet the minimum requirements for submission contained in Article II of the Subdivision Regulations. The plan must also be realistic and be prepared with the understanding that the actual development will have to comply with the regulations. A preliminary engineering certification stating that the concept layout can be designed to comply with these requirements must be submitted with the plan.

### Plan Submission and Review

The completed concept plan must be submitted for staff review purposes by the Monday falling at least thirty-one (31) days prior to the planning commission meeting at which the plan is to be considered. The town's staff will then review the plan and prepare its evaluations, comments, and recommendations to the planning commission. Incomplete or inaccurate submittals will not be placed on the planning commission's agenda for consideration.

A completed concept plan must be submitted for planning commission consideration at one of its regular meetings. If the commission finds that it has sufficient information upon which to base a decision it will consider the plan formally submitted and begin its review. Within thirty days after formal submission the commission will complete its review and approve, disapprove, or approve the plan subject to modifications as a basis for preparing a full preliminary plat.

### Approval and Moving Forward

Once a concept plan has been approved the developer can begin the process of preparing a preliminary plat, which requires more detailed planning and information than the concept plan. The preliminary plat's design should follow and substantially conform to the concept plan. Approval of a concept plan does not however guarantee approval of a subsequent preliminary plat. The concept plan is just that, an overall design concept intended to guide the development as it moves through the review and approval process.

### **Preliminary Plat**

A preliminary plat provides detailed design and construction plans for developing the proposed subdivision. This is the most important phase of the overall subdivision design and review process. Requirements for a preliminary plat are much more comprehensive and specific than a concept plan. The preliminary plat documents that the subdivision has been designed to comply with all applicable requirements, has been properly coordinated with existing infrastructure, and can reasonably be constructed as planned.

A preliminary plat must be submitted for most subdivision proposals. This includes any subdivision requiring infrastructure construction. A developer may choose to submit separate preliminary plats for each phase within a multi-phase subdivision provided the development has received concept plan approval. A prospective subdivider should contact the town's community development staff if they are unsure whether a preliminary plat will be required for a particular project.

### Plat Development and Preparation

The developer and his/her professional design team should first identify and review all applicable regulations, policies, and public planning documents. The development site and surrounding area should also be inventoried and analyzed. These first steps will already have been completed if a concept plan was required. The design team is required to meet with the town's staff if it has not already done so. A detailed preliminary plat should then be prepared for review by the planning commission, the town's staff, and other regulatory agencies or service providers.

It is important to remember that the development of a subdivision usually involves governmental agencies and/or service providers that are not controlled by the Town of Farragut. These entities may have separate requirements and review procedures that can significantly affect a project. The developer should identify and begin working with these agencies as early in the process as possible to ensure that all applicable requirements are met.

A completed preliminary plat must include all minimum submission requirements contained in Article II of the Subdivision Regulations, and be prepared to meet the minimum design and construction standards contained in Articles III and IV of said regulations. The submission must also include a tree preservation/removal plan prepared in accordance with the town's requirements. The preliminary plat must conform substantially to any approved concept plan and be designed to comply with all other applicable town ordinances and regulations.

#### Variances

A developer may request a specific departure, or variance, from the subdivision regulations in accordance with Article III Section H of said regulations. All variance requests must be submitted in writing and include supporting documentation to justify the request. Variances may only be granted under limited circumstances, and the prospective developer should not presume their request will be approved. Only the planning commission may grant variances to the subdivision regulations and it has no responsibility to grant such a variance simply to mitigate or offset the effects of other regulations or requirements.

#### Plat Submission and Review

The completed preliminary plat must be submitted for staff review purposes by the Monday falling at least thirty-one (31) days prior to the planning commission meeting at which the plan is considered. The town's staff will then review the plan and prepare its evaluations, comments, and recommendations to the planning commission. Incomplete or inaccurate submittals will not be placed on the planning commission's agenda for consideration.

A completed preliminary plat must be submitted for planning commission consideration at one of its regular meetings. If the commission finds that it has sufficient information upon which to base a decision, it will consider the plan formally submitted and begin its review. Within thirty days after formal submission the commission will complete its review and approve, disapprove, or approve the plan subject to modifications as a basis for proceeding with construction and ultimately preparing a final plat.

#### Approval and Moving Forward

Once the preliminary plat has been approved the developer can obtain permits and begin construction. Approval of a preliminary plat does not however guarantee acceptance or approval of a subsequent final plat. The subdivision must be developed in conformance with the approved preliminary plat and all supporting plans. Plat amendments and revisions must receive prior approval and be in conformance with all applicable requirements before being implemented in the field. Prior to submitting the final plat, please submit a .PDF of the final preliminary plat based on as-constructed improvements.



### Preliminary Plat Amendments

Proposed amendments must be submitted to the town hall, and must include four (4) copies of the revised plat along with a written explanation detailing each proposed change from the originally approved plat. Minor amendments do not require a formal application and are reviewed internally by town staff. A minor amendment is defined as a change that does not affect traffic circulation, development density or intensity, infrastructure design, open spaces, pedestrian circulation, or the general design and layout of the proposed subdivision. All other proposed changes are defined as major amendments and will require a formal preliminary plat application, including all applicable fees. Major plat amendments must be reviewed and approved by the planning commission.

### **Final Plat**

The final plat is a legal document that defines the physical layout of the subdivision, identifies publicly dedicated areas or infrastructure, and details all rights, conditions, and burdens that may affect lot owners. The approved final plat becomes the legal instrument for recording with the county register of deeds, and serves as the basis of all other legal documents utilized for the future description and sale of properties.

A final plat must be submitted for all subdivision proposals. A developer may choose to submit separate final plats for each phase within a multi-phase subdivision provided it has received preliminary plat approval.

### Plat Development and Preparation

A completed final plat must include all minimum requirements for submission contained in Article II of the Subdivision Regulations, and exhibit substantial conformance with any approved preliminary plat. The platted subdivision must also meet or exceed all minimum design and construction standards contained in Articles III and IV of said regulations, and must comply with other applicable town ordinances and regulations. As-built profiles certifying that all proposed roads and detention basins conform to the approved preliminary plat are also required.

Please remember that the development of a subdivision usually involves governmental agencies and/or service providers that are not controlled by the Town of Farragut. The project's developer is responsible for obtaining all other required approvals.

### Plat Submission and Review

The completed final plat must be submitted for staff review purposes by the Monday falling at least thirty-one (31) days prior to the planning commission meeting at which it will be formally considered. The town's staff will then review the plat and prepare its evaluations, comments, and recommendations to the planning commission. Incomplete or inaccurate submittals will not be placed on the planning commission's agenda for consideration.

A completed final plat must be submitted for planning commission consideration at one of its regular meetings. If the commission finds that it has sufficient information upon which to base a

decision, it will consider the plat formally submitted and begin its review. Within thirty days after formal submission the commission will complete its review and approve, disapprove, or approve the plat subject to modifications.

#### Approval and Moving Forward

The approved final plat must be signed by the secretary of the planning commission and the town engineer before being recorded by the owner/developer at the county register's office. Once recorded, the developer must submit eight paper copies of the plat; complete with recording information, to the town's staff, along with a .PDF of the recorded plat. The staff will then distribute these copies to all utilities and designated agencies to ensure that they are aware of its recording. Final planning commission approval will expire for any plat not recorded within six months of its approval date.

A copy of the recorded covenants shall also be provided prior to the issuance of any building permits.

## SECTION III

### SITE DISTURBANCE AND DEVELOPMENT PLANS

#### Site Plan Review Process

The Town of Farragut has adopted detailed site planning requirements to facilitate orderly and cost effective development, and to foster its attractiveness as a place to live and work. Well designed development sites increase property values, protect the public's health and safety, and enhance community well being by creating an environment for continued business investment. The town utilizes a detailed site planning process to achieve these goals and to ensure that its zoning ordinance and other development related codes are properly implemented during the development process. Site plans are required for most new developments, redevelopments, or projects involving modifications to existing development sites. These plans must be reviewed and approved by the Farragut Municipal Planning Commission before any development permits will be issued. The Town's site planning requirements are contained in Chapter 4 of the Farragut Zoning Ordinance, and the Farragut Architectural Design Standards requirements may be found in Title 14, Chapter 6 of the Farragut Municipal Code.

#### So what's covered under the site planning process?

A site plan is required for all new developments, redevelopments, or development site modifications, except individual single family or two family residential units. This includes but is not limited to all commercial, office, institutional, public, semi-public land use, and for any new recreational area associated with a residential development. Plans for individual single family and two family homes may be required by the town's building officials for permitting purposes but do not require planning commission approval.

#### Getting Started

There are a number of things a prospective developer should do prior to making an application for site plan review.

- Contact the town's community development staff to discuss your project and insure that you understand the process.
- Review the town's site plan and architectural design requirements and any other regulations that may be applicable to your development project. This may include requirements imposed by other entities, including various governmental agencies, utilities, and other service providers. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all requirements.
- Obtain the services of qualified design professionals who understand the process and can prepare the necessary plans. This may, depending on the nature and scope of the project, include licensed surveyors, engineers, architects, and landscape architects.
- Coordinate the site plan with other required plans and site development elements.

#### Applications

Application forms and checklists for site plan review can be obtained from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for site plan

review are color coded goldenrod to avoid confusion (examples of these forms are provided in Appendix A). As part of the site plan application process, the Design Review Checklist will also need to be submitted with your packet. The application and Design Review Checklist must be properly filled out and include all required plans and information to be placed on the planning commission's agenda for review.

Completed site plans and all required materials must be submitted to the Town Hall front desk by the Monday, falling at least thirty-one (31) days prior to the planning commission meeting at which it will be reviewed. The planning commission meets at 7:00 p.m. on the third Thursday of each month.

### **How does the Process Work?**

The town's site plan regulations require the preparation of a detailed site plan and provide specific standards for preparing the plan. Site plans are required for most development activities and must also be accompanied by a traffic impact study. A landscaping plan is part of the process and must be reviewed and approved by the town's Visual Resources Review Board. The completed site plan is inclusive of other plans such as a grading plan, a drainage plan, an erosion control plan, a tree preservation/removal plan and a lighting plan. These plans should be fully integrated into the site planning process and be included with the overall site plan. The town maintains a comprehensive development oversight program and has adopted a variety of development related codes and regulations. The developer and project designers should thoroughly review the site planning requirements and all other applicable regulations to ensure project compliance. The site plan will also need to be coordinated with any other required development plans and studies that may be required for the specific project being proposed. The review and approval process generally includes the following steps.

- A completed site plan application and Design Review Checklist including all plans, copies, fees, and related materials is submitted to the Town Hall for review. Color renderings of all building elevations which denotes proposed materials shall also be submitted as part of the site plan application. Material samples may be requested by the planning commission.
- Staff reviews the plan and meets with the applicant at the Staff/Developer Meeting the Tuesday, two (2) weeks after the application deadline date.
- The plan is then revised to make all necessary corrections and incorporate the changes discussed with staff. The revised plans and all required copies must be submitted by 9:00 a.m. the Monday following the Staff/Developer Meeting to be placed on the planning commission's next agenda for review.
- If the site plan is complete and meets all applicable requirements the planning commission will review it at its next regular meeting.
- The required landscaping plan must be reviewed by the Visual Resources Review Board. Please refer to the applicable requirements and procedures for landscape plan approval.
- An approved site plan and landscaping plan are prerequisites for issuance of a grading or building permit. No development permits will be issued until the applicant has complied with all applicable requirements.

The site plan and application must be complete when submitted for review and be in conformance with all applicable regulations before being placed on the planning commission's agenda for consideration. Other town ordinances and regulations that should be reviewed during the planning process include but are not limited to the following:

- Zoning Ordinance;
- Driveways and Other Access Ways (traffic impact studies);
- Major Road Plan;
- Stormwater Ordinance and grading permit requirements;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Tree Protection Ordinance;
- Landscaping requirements; (Chapter 4 of the Zoning Ordinance)
- Permit Requirements for Utility Construction and Excavations in Public Rights-of-Way;
- Architectural Design Standards.

#### Approval and Moving Forward

The review process for a site plan typically takes approximately forty five (45) days. Large and/or complex projects may require additional review time, particularly when extensive coordination with other required plans is necessary. No permits will issued until the required site plan and landscaping plan has been approved and all other applicable regulations have been complied with. The approved site plan will expire in six (6) months if a grading or building permit has not been issued. The approved plan will also be considered void if any related grading or building permit expires or is rescinded. The development project must be completed and maintained in conformance with the approved site plan. Any variation from the plan will require submission and approval of a formal site plan amendment. The town will also not issue a certificate of occupancy until the site plan has been completed or an acceptable letter of credit has been submitted to insure completion. (See Appendix A) Prior to the issuance of a Certificate of Occupancy, the developer will need to submit a .PDF of the finalized stamped approved site plans and as-built survey.

#### Plan Amendments

Site plan amendments, which includes amendments to the building materials and/or color, must be submitted to the town hall, and must include five (5) copies of a revised plan along with a written explanation detailing each proposed change from the originally approved plan. Minor amendments do not require a formal site plan application and are reviewed internally by town staff. A minor amendment is defined as a change that does not affect traffic circulation, building locations, open spaces, pedestrian circulation, or building elevations. All other proposed changes are defined as major amendments and will require a formal site plan application, including all applicable fees. Major plan amendments must be reviewed and approved by the planning commission.

## **Landscape Plan Review Process**

The Town of Farragut has adopted detailed landscaping requirements to foster its attractiveness as a place to live and work, to promote environmental qualities that improve the town's economic well being, to raise the level of its citizen's expectations regarding the community's visual environment, and to promote the preservation of mature vegetation. Well designed landscaping, green spaces, and adequate open space increase property values and enhance a community's economic well being by creating an attractive environment for quality business investment. Well designed green spaces can also reduce stormwater runoff, decrease erosion and water pollution, moderate urban heating, and improve air quality. The town's landscaping requirements are contained in Chapter 4 of the Farragut Zoning Ordinance, and the Farragut Architectural Design Standards requirements may be found in Title 14, Chapter 6 of the Farragut Municipal Code.

### **So when is a landscaping plan required?**

A landscaping plan is required for all new developments or redevelopments involving commercial, office, institutional, public and semi-public projects; for any new recreational area associated with a residential development; and for any development or redevelopment where buffering is required. Landscaping plans are also required for all new or expanded above ground stormwater facilities and for new ground mounted signs.

### **Getting Started**

There are a number of things a prospective developer/subdivider should do prior to making an application.

- Contact the town's community development staff to discuss your project and ensure that you understand the process.
- Review the town's landscaping requirements and any other regulations that may be applicable to your development project. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all requirements.
- Obtain the services of qualified design professionals who understand the process and can prepare the necessary plans. This may, depending on the nature and scope of the project, include a licensed landscape architect, horticulturalist, forester, nursery professional or other professional with proven training and experience in the field of landscaping.
- Coordinate the landscaping plan with other required plans and site development elements.

### **Applications**

Application forms for landscape plan approval can be obtained from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for landscape plan review are color coded light pink to avoid confusion (examples of these forms are provided in Appendix A). The application must be properly filled out and include all required plans and information to be placed on the Visual Resources Review Board (VRRB) agenda for review.

Completed landscape plans and all required materials must be submitted to the Town Hall front desk by the Monday, falling at least fifteen (15) days prior to the Visual Resources Review Board meeting at which it will be reviewed. The Visual Resources Review Board meets at 7:00

p.m. on the fourth Tuesday of each month, except for the months of November and December. Contact community development staff for revised meeting dates.

### **How does the Process Work?**

Landscaping plans are typically prepared in conjunction with other development proposals and plans. This includes site plans, subdivision plats, tree preservation plans, above ground stormwater facility plans, and ground mounted sign proposals. Landscaping plans must be submitted to the Town Hall front desk for review and approval by the Visual Resources Review Board. The town's landscaping regulations provide specific landscaping standards and require the preparation of a detailed landscaping plan. The project designer should review these standards and all other applicable regulations to ensure compliance. The plan should also be coordinated with all other required development plans. If the site plan is approved, the developer can apply for grading and other permits after the landscape plan is approved. The regulations also require the posting of a letter of credit to guarantee plan completion and maintenance before the town will issue a certificate of occupancy or certificate of completion. A grading permit related to a preliminary plat may be issued prior to the approval of a landscape plan. However, the final plat will not be signed until the building plan has been approved, all plant material is installed, and a two year landscape maintenance letter is provided.

The plan and application must be complete when submitted for review and be in conformance with all applicable regulations before being placed on the Visual Resources Review Board's agenda for consideration. Other town ordinances and regulations that should be reviewed by the development team during the planning process shall include but are not limited to the following:

- Site plan requirements and Farragut Zoning Ordinance;
- Subdivision Regulations;
- Tree Protection Ordinance;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Stormwater Ordinance and grading permit requirements;
- Architectural Design Standards.

### Approval and Moving Forward

The review process for a landscaping plan typically takes approximately twenty (20) days. Large and/or complex projects may require additional review time, particularly when extensive coordination with other required plans is necessary. Except in relation to a preliminary plat, no development permits will be issued until the required landscaping plan has been approved and all other applicable regulations have been complied with. The town will also not issue a certificate of occupancy, certificate of completion, or allow a final subdivision plat to be recorded until all planned landscaping has been installed and an acceptable letter of credit covering maintenance for a two year period has been provided. The town may also accept a letter of credit when seasonal weather conditions prevent the complete installation of all planned landscaping materials. Prior to the issuance of a Certificate of Occupancy, the developer will need to submit a .PDF of the finalized stamped approved landscape plans.

## **Tree Protection Requirements**

The preservation of existing tree cover during the development process benefits the community in a variety of ways. Trees can be considered a valuable public resource similar to utilities and roads. Established trees decrease soil erosion and reduce stormwater runoff, which in turn decreases the costs of stormwater controls and water treatment. Trees help protect environmentally sensitive areas such as stream banks and steep slopes. Trees help increase property values and enhance the community's economic stability by attracting businesses. The purpose of the Tree Protection Ordinance is to encourage and regulate the protection of existing trees and their root systems. It also promotes using the best management practices created by the Tennessee Department of Agriculture, Division of Forestry. The town's authority to adopt tree protection measures and regulate removal activities is granted through its municipal charter and the actual ordinance can be found in Title 14, Chapter 1 of Farragut's Municipal Code.

### **So what is covered under the tree protection ordinance?**

- All subdivision proposals requiring the submission of a preliminary plat to be reviewed by the Farragut Municipal Planning Commission (FMPC).
- All developments requiring the submission of a site plan to be reviewed by the FMPC.
- Any property owner that wants to remove more than one acre of tree cover within a consecutive three-year time period, except for approved tree farming activities.

### **Getting Started**

There are a number of things a prospective developer/subdivider should do prior to making an application,

- Contact the town's community development staff to discuss your ideas and ensure that you understand the process.
- Review the town's Tree Protection Ordinance and any other regulations that may be applicable to your development project. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all requirements.
- Obtain the services of a landscape architect, a certified arborist or a forestry professional who is qualified to do an inventory of the trees located on the development site and prepare all required tree protection plans.
- Coordinate the tree preservation/removal plan with other subdivision and site development elements, such as stormwater and erosion control measures, proposed grading, utility provisions, and all required landscape plans.

### **Applications**

A tree preservation/removal plan must be submitted to the Town Hall front desk as part of a preliminary subdivision plat or a site plan. There is no official application form and it is the developer's responsibility to ensure that the plan is prepared to the specifications of the Tree Protection Ordinance. Non-construction activities may also require a tree preservation/removal plan. It is recommended to check with town staff before beginning any land disturbance activities which would remove or destroy any tree protected by this ordinance.



### **How does the process work?**

The tree preservation/removal plan establishes an inventory of the species and maturity level of trees located on the proposed development site. Certain species and maturity levels have been designated as important to protect. The inventory is then utilized by the developer and his/her design team to determine what significant trees or tree stands can be preserved during the overall design construction process. Mature, healthy, nonhazardous trees that will be lost must be replaced based on the tree replacement schedule found within the Tree Protection Ordinance. If there is not sufficient land to accommodate the required number of replacement trees on the property, the excess trees will be planted on public properties approved by the town staff. Mature, healthy, non-hazardous trees that can be saved within the construction zone are converted into tree credits according to the tree credit schedule found within the Tree Protection Ordinance. These credits can be utilized to offset replacement requirements for other lost trees. The completed tree preservation plan should include details on how the trees will be protected during the construction process to prevent unintended damage to the tree's health. The plan must also be fully coordinated with all other required development plans.

The plan must be complete when submitted for review and be in conformance with all applicable regulations before being placed on the planning commission's agenda for consideration. Other town ordinances and regulations that should be reviewed by the development team during the planning process include but are not limited to the following:

- Subdivision Regulations;
- Site plan requirements and Farragut Zoning Ordinance;
- Landscaping requirements;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Stormwater Ordinance and grading permit requirements.

### Plan Submission and Review

Tree preservation/removal plans must be submitted to the Town Hall front desk along with a preliminary plat or site plan by the Monday falling at least thirty-one (31) days prior to the planning commission meeting at which the plan is to be considered. The planning commission meets at 7:00 p.m. on the third Thursday of each month. Incomplete or inaccurate submittals will not be placed on the planning commission's agenda for consideration. Plans not associated with construction related activities may be reviewed administratively by the town staff. After the complete tree preservation/removal plan is submitted, the FMPC or town staff has forty-five (45) days to approve, deny, or approve with conditions.

### Approval and Moving Forward

Once the tree preservation/removal plan has been approved as part of a site plan or preliminary plat and all the tree protective and erosion control measures have been inspected, the developer may be issued a grading or land disturbance permit. The preparation of a tree protection plan is typically done in connection with a larger development project. No permits will be issued until all other applicable regulations have been complied with. The developer is responsible for two years following the completion of the development for the health of any saved or replacement tree.

## **Grading and Land Disturbance Permitting (Stormwater and Erosion Control)**

The Town of Farragut utilizes a grading and land disturbance permitting process to implement its stormwater management regulations and its erosion and sedimentation control program. These regulations, along with the requirements for a grading permit are contained in the town's Stormwater Ordinance. The town has adopted these regulations to protect the public's health, safety, and general welfare by controlling increased stormwater flows, protecting the areas' water resources, and enhancing the natural environment of the town. This regulatory program also allows the town to comply with National Pollutant Discharge Elimination System (NPDES) requirements and ensure coordination with related programs administered by the Tennessee Department of Environment and Conservation. The authority to adopt these regulatory measures is granted to the town through its municipal charter and Tennessee Code Annotated Section 68-221-1105. The actual Stormwater Ordinance can be found in Title 14, Chapter 5 of the Farragut's Municipal Code.

### **So what's covered under the town's Stormwater Ordinance and when are grading or land disturbance permits required.**

- A grading permit is required for any subdivision project where a preliminary plat is required by the Subdivision Regulations or any development project where a site plan is required by the Farragut Zoning Ordinance.
- A grading permit may be required for individual residential site plans where additional grade work is required.
- A land disturbance permit is required where a tree protection/removal plan is required for any activity that does not also involve grading.
- Remedial action may be required for any site where the town determines that site conditions are causing substantial erosion, allowing sediment or other contaminants to enter stormwater, or are inhibiting the proper flow of stormwater.

### **Getting Started**

There are a number of things a prospective developer/subdivider should do prior to making an application

- Contact the town's community development **and engineering** staff to discuss your project and insure that you understand the process.
- Review the town's stormwater ordinance and any other regulations that may be applicable to your development project. There may also be state and federal requirements that must be accounted for. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all applicable requirements. Quality design professionals should be able to assist in this effort.
- Obtain the services of qualified design professionals who understand the process and can prepare the necessary plans. This includes a licensed engineer and, depending on the nature and scope of the project, may also involve other professionals such as surveyors and landscape architects.

- Coordinate stormwater management and erosion control plans with all other required plans and site development elements.

### **Applications**

Applications for grading and land disturbance permits are available from the town's engineering and community development departments and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). Permit applications must be accompanied by a detailed stormwater management plan, erosion and sediment control plan, and all applicable fees in accordance with the ordinance. The completed application and all required materials must be submitted to the engineering department for review and approval before any work is begun on the site.

### **How does the process work?**

A detailed stormwater management plan, erosion and sedimentation control plan, and grading or land disturbance permit is required for all developments that involve grading or other land disturbing activities. This includes subdivision proposals that require a preliminary plat, any development that requires a site plan, and projects that require a tree preservation/removal plan under the town's Tree Protection Ordinance. All related plans must be prepared in accordance with the town's Stormwater Ordinance, which includes specific design requirements and performance criteria. Many of these design requirements are quite technical and a licensed engineer is required to prepare the plans. Plans for post construction vegetation management are also needed and will require the services of a landscape architect. The developer's design professionals must also ensure that the required stormwater plans are fully coordinated with all the other applicable regulations and development plans.

All plans and other materials must be complete when submitted and be in conformance with all applicable regulations before they will be considered for review. Other town ordinances and regulations that should be reviewed by the development team during the stormwater planning process include but are not limited to the following:

- Subdivision Regulations;
- Farragut Zoning Ordinance and site plan requirements;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Tree Protection Ordinance;
- Landscaping requirements;
- Permit requirements for utility construction and excavations in public rights-of-way.

### **Plan Submission and Review**

Stormwater management, and erosion and sediment control plans must be submitted in conjunction with preliminary subdivision plats and site plans. The dead lines for these submittals are the Monday falling thirty one (31) days prior to the planning commission meeting that they will be considered at. The planning commission meets at 7:00 p.m. on the third Thursday of each month. The plans will be reviewed in conjunction with the associated preliminary plat or site plan by the town's engineering and community development staff and their findings will be incorporated into all staff recommendations to the planning commission regarding the related preliminary plat or site plan. Permit applications that are not associated

with a preliminary plat or a site plan may be submitted to the town's engineering and community development staff at any time for review and approval. Incomplete or inaccurate submittals will be rejected and considered denied without further review. All related landscaping plans must also be reviewed and approved by the town's Visual Resources Review Board.

#### Approval and Moving Forward

The review and approval process for grading and land disturbance permit applications is tied to the overall development project and other required plan approvals. Grading and land disturbance permits will not be issued for a development project until all other required plans have been approved by the appropriate authority. In addition, no building permits will be issued for a development requiring a grading permit until said permit has been obtained.

## **Permitting for Driveways and Other Access Ways**

Poorly planned and coordinated street access can lead to increased traffic congestion and hazardous traffic patterns. New developments create additional access drives and other points of traffic conflict while also increasing traffic volume. These conditions, if left unaddressed, can negatively affect the safety and efficiency of a community's street system. The Town of Farragut has adopted a "Driveways and Other Access Ways" ordinance to address these issues and regulate access to all streets, roads, and highways within its corporate limits. The town's authority to adopt these regulations is granted through its municipal charter and the actual ordinance can be found in Title 16, Chapter 4 of the Farragut Municipal Code.

### **So What's Covered and When are Permits Required.**

The town's access way ordinance contains comprehensive access control requirements. It covers all access points to any roadway within the town, including individual driveways, commercial site access, and the location of new streets. The ordinance also includes traffic impact study requirements to evaluate development impacts on existing streets, and it allows the town to limit access in certain situations. Access permits are required for the following activities:

- The development of any new street through the subdivision and platting process.
- Any development that requires a site plan, including all commercial, office, institutional, recreational, multifamily, public, or semi-public facilities.
- The location and construction of any new driveway or other access way within the corporate limits, including residential driveways.
- The alteration of any existing driveway or other access-way within the corporate limits.

### **Getting Started**

There are a number of things a prospective developer or land owner should do prior to making an application.

- Contact the town's community development and engineering staff to discuss your access request and insure that you understand the process. Particular attention should be paid to determining the level of transportation study and other requirements that may affect the project.
- Thoroughly review the town's access control ordinance and any other regulations that may be applicable to your development project. This may include requirements imposed by other entities, including other governmental agencies, utilities, and other service providers. If you are proposing access to a state highway you will need to obtain a permit from the Tennessee Department of Transportation. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all applicable requirements. Quality design professionals should be able to assist in this effort.
- Obtain the services of qualified design professionals who understand the process and can prepare the necessary plans. This includes a licensed engineer and, depending on the nature and scope of the project, may also involve other professionals such as surveyors and landscape architects.

- Coordinate access plans with all other required plans, plats, and other site development elements.

### **Applications**

Access permit requests are generally made in conjunction with other types of development permits including subdivision applications, site plan requests, and building permits. There is no separate application form for an access permit. Approval of a subdivision plat, site plan, or building permit will constitute access approval. It is the responsibility of the applicant to ensure that their access request conforms to the town's requirements and that all required plans and materials are coordinated and correctly submitted for review.

### **So, How Does the Process Work?**

No driveway or other means of access to any road, street, or highway can be constructed or altered without a permit approved by the Town of Farragut. Access to state highways must also be approved by the Tennessee Department of Transportation (TDOT). As noted above, access requests are generally reviewed in conjunction with other development permits and applications. The review and approval process varies somewhat depending on the specific request and type of application.

**New Subdivision Streets.** Access permits for new streets are reviewed and approved via the subdivision platting process. A traffic impact study is required as part of the subdivision process in accordance with Section 16-403 of the town's Municipal Code. The planning commission will utilize the traffic study to evaluate the overall subdivision proposal. All points of roadway access must either meet the minimum requirements of the ordinance, or be fully justified and professionally substantiated by the required study's findings. The traffic study must also specifically address any proposed variances from the adopted standards and their effects on the public's health, safety, and welfare. Approval of a preliminary plat by the planning commission constitutes approval of the associated access permit.

**Developments Requiring Site Plans and Residential Access to Non-Local Streets.** Permits for proposed developments that require a site plan are reviewed and approved in conjunction with the overall site planning process. This includes all commercial, office, institutional, recreational, multifamily, public, and semi-public developments within the town. A traffic impact study is required for all applications and will be utilized to evaluate the request. All access points must meet the ordinance's minimum requirements or a specific variance must be granted by the Board of Mayor and Aldermen prior to approval. The procedure for variance requests is discussed in a following section. Administratively, site plan approval by the planning commission will constitute access approval by the town.

The process for reviewing permit applications for residential access to non-local streets is similar to that for site plan related requests. Non-local streets are defined by the Farragut Major Road Plan as interstates, arterials, or collectors. All other streets are considered to be local streets. Applications for residential access along such streets are made in conjunction with a building permit and must be accompanied by four (4) copies of a dimensioned access plan. The plan must comply with the ordinance's minimum standards or a specific variance must be granted by the Board of Mayor and Aldermen prior to approval. The town's staff will evaluate the plan and

then forward it to the planning commission for review. Planning commission approval of the submitted plan will also constitute access permit approval by the town.

**Residential Access to Local Streets and Minor Revisions to Existing Drives.** Applications for residential access along local streets are made in conjunction with a building permit and must include a dimensioned access plan. These plans must be reviewed and approved by the town's staff prior to issuance of a building permit. Applications for minor revisions to all existing driveways and other access points are approved administratively by the town's engineering and community development staff. The town's staff may also refer these requests to the planning commission for further review. All driveways and access points must be designed to comply with the minimum standards of the ordinance or be granted a variance by the Board of Mayor and Aldermen prior to approval.

All permit applications, access plans, and other materials must be complete when submitted and be in conformance with all applicable regulations before they will be considered for review. Other town ordinances and regulations that should be reviewed when making an access request include but are not limited to the following:

- Subdivision Regulations;
- Municipal Zoning Ordinance and site plan requirements;
- Building permit application requirements;
- Permit Requirements for Utility Construction and Excavations in Public Rights-of-Way.

Variance Requests. Variances from the requirements of the town's access ordinance must be acted upon by the Board of Mayor and Alderman, except where the planning commission's subdivision authority is involved. In these instances the authority to modify or deviate from the standards lies with the planning commission. All variance requests must be reviewed and recommended upon by the town's staff and the planning commission prior to action by the Board of Mayor and Alderman. A variance request must be accompanied by a professionally prepared traffic analysis that specifically addresses the request and its effects on the public's health, safety, and welfare.

### **Approval and Moving Forward**

The review and approval process for an access permit application is tied to the underlying development project and other required plan approvals. Access permits will not be issued for a development project until all other required plans have been approved by the appropriate authority. No building permits will be issued until the associated access plan and permit have been approved. In addition, no final Certificate of Occupancy or Certificate of Completion will be issued until all applicable access control requirements have been completed.

## **Sign Permitting Process**

The Town of Farragut utilizes a sign ordinance to regulate the type, placement, and size of signs in the town. By doing this, the town promotes public health, safety and welfare, ensures safe construction and maintenance of signs, ensures equity in the privilege of using the public visual environment to communicate private information, improves the appearance of the town's business area, and protects and enhances the scenic beauty of the natural environment. The town's authority to regulate the type, placement, and size of signs is granted through its municipal charter and the sign ordinance can be found in Title 9, Chapter 4 of Farragut's Municipal Code, and the Farragut Architectural Design Standards requirements may be found in Title 14, Chapter 6 of the Farragut Municipal Code.

A permit is required to erect, repair (other than normal maintenance), replace, alter, relocate, change panels and/or change the establishment being advertised on all types of signs except those that may be specifically exempted by the ordinance.

## **Getting Started**

- Contact the town's community development staff to discuss your idea and obtain the appropriate application forms before you begin your project.
- Identify the zoning district in which the project is located. Certain types of signs are regulated, in part, based on the underlying zoning district.
- Review the town's sign ordinance and architectural design standards requirements to ensure that you fully understand what is and is not allowed in the town, and determine if your project will meet the necessary requirements. If you are having your sign designed by a professional they should also fully familiarize themselves with the town's regulations.
- Complete all necessary forms and submit them to the Town Hall front desk, along with all plans and any additional documentation as required for your specific type of sign.

## **Applications**

Application forms for sign permits are available from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for sign permits are color coded dark pink to avoid confusion (an example of the form is provided in Appendix A). Applications for signs requiring permits along with permit fee shall be submitted to the Town Hall front desk. A separate application must be submitted for each sign requiring a permit.

## **How Does the Process Work?**

The process for sign approval differs depending on the type of sign that is proposed.

**Ground-Mounted Sign** applications shall be accompanied by two (2) complete sets of plans that meet all necessary requirements. This includes site and construction plans detailing the sign's location and its physical and graphic dimensions, landscaping, lighting, colors and materials, and architectural compatibility with the site. All ground mounted signs must be reviewed by the Visual Resources Review Board for conformance with the regulations and the town's comprehensive planning program. Completed applications and plans must be submitted to the



Town Hall front desk on or before the Monday, fifteen (15) days prior to the Visual Resources Review Board (VRRB) meeting at which it will be considered. The VRRB meets at 7:00 p.m. on the fourth Tuesday of each month, except for the months of November and December. Contact community development staff for revised meeting dates. Incomplete or inaccurate submittals will not be placed on the board's agenda for review.

**Wall Sign** applications shall be accompanied by two (2) complete sets of plans that meet all necessary requirements. This includes the signs location on the building, its physical and graphic dimensions, colors and materials, and architectural compatibility with the site. Completed applications and plans will be reviewed by the community development staff and will generally be approved or denied within fifteen (15) working days. In the event that staff questions the architectural compatibility of the proposed sign the Visual Resources Review Board (VRRB) may be consulted.

All materials must be complete when submitted for review and be in conformance with all applicable regulations before they will be considered for review. Other town ordinances and regulations that should be reviewed by the developer/designer when preparing a sign plan include but are not limited to the following:

- Farragut Zoning Ordinance and site plan requirements;
- Landscaping requirements
- Architectural Design Standards;
- Building and Fire Codes;
- Manual of Uniform Traffic Control Devices Manual.

#### Approval and Moving Forward

The process for a sign permit typically takes fifteen (15) to twenty (20) working days. Some permit applications may warrant significant review by the Visual Resources Review Board and will take longer to process. Permits become null and void if construction is not begun within one hundred and eighty (180) days of issuance. If work is suspended for a period over one hundred and eighty (180) days, a new permit will be required to resume work. A new permit is also required if any changes are made from the approved plans. After a permit expires, a partially completed sign structure must be removed within thirty (30) days if no new permit is issued.

## SECTION IV

### SPECIAL ZONING DISTRICTS

#### **Planned Commercial Development District**

The Planned Commercial Development District (PCD) is intended to encourage the use of creative design approaches for the development of integrated commercial and office use projects. The district is designed to provide the additional flexibility needed to design a variety of commercial and office use developments. Because of the intensive nature of these projects the PCD zoning district is restricted to larger parcels located along arterial streets or streets with direct access to an arterial as defined by the Farragut Major Road Plan. A specific and detailed unified development plan is required for any proposed development seeking PCD zoning and project approval. The Town utilizes this plan, along with a comprehensive review process to insure that the district's purposes are fully met.

The standards for Planned Commercial Development District and the required unified development plan are contained in Chapter 3 of the Farragut Zoning Ordinance. The overall development process involves coordinating the design and planning elements with the required application for PCD zoning. The process includes several steps and will involve both the Farragut Municipal Planning Commission and the Board of Mayor and Aldermen to approve the required plans and rezone the subject property.

#### **So when does the Planned Commercial Development District come into play?**

Any developer wishing to utilize the design features and flexibility of the Planned Commercial Development District (PCD) will need to apply for PCD zoning and comply with all applicable development requirements.

#### **Getting Started**

There are a number of things a prospective developer should do prior to making a PCD zoning application.

- Contact the town's community development staff to discuss your project and insure that you understand the process.
- Review the requirements for the Planned Commercial Development District and any other regulations that may be applicable to your development project. This may include requirements imposed by other entities, including various governmental agencies, utilities, and other service providers. Determine whether your development proposal can meet the objectives and minimum standards of the PCD, and whether you have the resources necessary to rezone and develop your land as a PCD. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all applicable requirements. Quality design professionals should be able to assist in this effort.
- Obtain the services of qualified design professionals that understand the process and can prepare the necessary plans and materials. This may, depending on the scale of the project, included licensed surveyors, engineers, landscape architects, and land planners.

These professionals should familiarize themselves with all applicable regulations and prepare the required plans and materials in conformance with them.

- Determine whether your development objectives would be best met by rezoning your property to PCD, or whether the existing zoning or another more appropriate zoning designation would better meet your needs.

### **Applications**

Applications for PCD zoning are essentially rezoning requests and generally follow the procedures outlined in Section V, Rezoning and Text Amendments of this manual. All rezoning applications (zoning map amendments) must be submitted to the Town Hall front desk by the Monday, falling at least thirty-one (31) days prior to the planning commission meeting at which they will be reviewed. The planning commission meets at 7:00 p.m. on the third Thursday of each month.

An application for Planned Commercial Development District includes the following three primary components. The specific requirements for each component can be found within the zoning ordinance.

- A survey of the total land area proposed for rezoning;
- A written narrative describing the overall development concept, its objectives, phasing, and consistency with adopted town plans;
- A detailed Master Plan for the entire development; and
- Review the Architectural Design Standards.

Application forms for zoning amendments can be obtained from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for zoning amendments are color coded salmon to avoid confusion (examples of these forms are provided in Appendix A). The application must be properly filled out and include all required information to be placed on the planning commissions agenda for review.

### **How does the process work?**

The PCD zoning process involves several steps, and includes combining the design and approval of a development master plan with the zoning application. This is a departure from the standard zoning and development process in which land is first rezoned and development plans follow at some point in the future. Under the PCD process the planning commission first reviews and approves the development's master plan as part of the PCD zoning. The commission then forwards its rezoning recommendation to the Board of Mayor and Aldermen for consideration. The general process includes the following:

- A completed application for PCD zoning is submitted to the Town Hall front desk.
- Town staff reviews the request and prepares its evaluations, comments, and recommendations for the planning commission. Incomplete or inaccurate submittals will not be placed on the planning commission's agenda for consideration.
- The planning commission reviews the master plan and zoning request. The commission may require various design changes or place conditions on the development plan for its approval.

- The appropriate rezoning ordinance is prepared by town staff and the planning commission makes its recommendation to the Board of Mayor and Aldermen. The request is placed on the board's agenda for review and consideration.
- The board considers the request and conducts the first of two readings on the ordinance. If approved at first reading, the board will schedule a public hearing and place the ordinance on a future meeting agenda for the second and final reading. If the ordinance does not pass first reading it is considered denied.
- The required public hearing is held to allow for public comment on the proposed amendments. There must be at least a fifteen day public notice for this hearing.
- The board conducts a second reading for the proposed amendment and ordinance. If approved the amendment will become effective after the required publication.

The zoning application and associated plans must be complete when submitted for review and be in conformance with all applicable regulations before being placed on the planning commission's agenda for consideration. Other town ordinances and regulations that should be reviewed by the development team during the planning process include but are not limited to the following:

- Zoning Ordinance
- Architectural Design Standards;
- Driveway and Other Access Ways (traffic impact studies);
- Stormwater Ordinance and grading permit requirements;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Tree Protection Ordinance;
- Landscaping requirements (Chapter 4 of the Zoning Ordinance);
- Permit Requirements for Utility Construction and Excavations in Public Rights-of-Way.

The successful applicant should also review all plans that have been adopted by the town. These include but are not limited to the following:

- Farragut Comprehensive Land Use Plan;
- Farragut Community Facilities and Services Policy Plan;
- Farragut Major Road Plan;
- Farragut Pedestrian and Bicycle Plan;
- Parks and Leisure Services Master Plan.

#### Approval and Moving Forward

The entire PCD zoning process, including master plan review and rezoning typically takes approximately three months. Complex projects may require additional review time. No development permits will be issued until the PCD zoning becomes effective and all required plans have been approved. Once approved the development plans must undergo an annual review by the planning commission to ensure compliance and continued progress toward project completion. Plan revisions must be submitted to the town for approval, in accordance with the requirements of the PCD zoning district. No development permits will be issued for a PCD development until the zoning becomes effective and all other required plans or permits have been approved.

## **Town Center District**

The Town of Farragut has established a Town Center District (TCD) for the express purpose of creating pedestrian oriented, mixed use development areas within the community. The district envisions the creation of a traditional downtown environment centered on a main street or streets. Shopping malls, big box retail facilities, and suburban style commercial strip centers are prohibited. The district instead seeks to encourage mixed use development within the context of a downtown streetscape. TCD zoning can only be applied to areas that are surrounded by higher density residential development and are free from environmental limitations. The nature of this zoning district will also necessitate large development sites. A detailed concept plan is a prerequisite for TCD zoning and provides design guidance for all subsequent development plans within the area. The town has also adopted supplemental design requirements to achieve the aesthetic intent of the district.

Performance standards for the Town Center District (TCD) are contained in Chapter 3 of the zoning ordinance. The town's TCD supplemental design requirements are located in Title 14 of the Farragut Municipal Code. The zoning process involves coordinating the design and approval of a TCD concept plan with a rezoning application. All future development within in the TCD zone must then comply with both the concept plan and all other applicable development requirements. The concept plan is not however, a substitute for the subdivision process or the site planning requirements for each individual development within the zone.

### **So when does the Town Center District come into play?**

Any landowner/developer interested in establishing Town Center District zoning will need to apply for rezoning and comply with all applicable development requirements.

### **Getting Started**

There are a number of things a prospective developer should do prior to making a TCD zoning application.

- Contact the town's community development staff to discuss your project and insure that you understand the process.
- Review the requirements for the Town Center District and any other regulations that may be applicable to your proposal. This may include requirements imposed by other entities, including various governmental agencies, utilities, and other service providers. Determine whether your development proposal can meet the objectives and minimum standards of the TCD, and whether you have the resources necessary to execute the required concept plan. It is ultimately the developer's responsibility to understand the process and ensure that their project will meet all applicable requirements. Quality design professionals should be able to assist in this effort.
- Determine whether TCD rezoning is required to meet your development objectives or whether a more appropriate zoning designation would better meet your needs.
- Obtain the services of qualified design professionals that understand the process and can prepare the necessary plans and materials. This may, depending on the scale of the project, included licensed surveyors, engineers, landscape architects, and land planners.

These professionals should familiarize themselves with all applicable regulations and prepare the required plans and materials in conformance with them.

### **Applications**

Applications for Town Center District zoning are essentially rezoning requests and generally follow the procedures outlined in Section V, Rezoning and Text Amendments of this manual. The TCD application must also include a detailed concept plan. The specific requirements for this plan and the TCD zone can be found within the zoning ordinance. The applicant should also consult the town's supplemental design requirements for the zone. These requirements are located in Title 14 of the municipal code.

All rezoning applications (zoning map amendments) must be submitted to the Town Hall front desk by the Monday, falling at least thirty-one (31) days prior to the planning commission meeting at which they will be reviewed. Application forms can be obtained at the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for rezoning requests are color coded salmon to avoid confusion (examples of these forms are provided in Appendix A). The application must be properly filled out and include all required information to be placed on the planning commissions agenda for review. The planning commission meets at 7:00 p.m. on the third Thursday of each month.

### **How does the process work?**

The TCD zoning process combines a concept plan requirement with a more traditional rezoning application. This is a departure from the standard zoning process in which an area is rezoned without the benefit of a development plan. Under the TCD process, the planning commission must first review and approve a concept plan for the proposed rezoning area. The plan is a part of the TCD zoning. The commission then forwards its rezoning recommendation to the Board of Mayor and Aldermen for consideration. The approved concept plan is regulatory in nature and provides design guidance for all subsequent development plans within the area. The general process includes the following:

- A completed application for TCD zoning is submitted to the Town Hall.
- Town staff reviews the request and prepares its evaluations, comments, and recommendations for the planning commission. Incomplete or inaccurate submittals will not be placed on the planning commission's agenda for consideration.
- The planning commission reviews the concept plan and zoning request. The commission may require design changes or place conditions on the development plan for its approval.
- The appropriate rezoning ordinance is prepared by the town staff and the planning commission makes its recommendation to the Board of Mayor and Aldermen. The request is placed on the board's agenda for review and consideration.
- The board considers the request and conducts the first of two readings on the ordinance.
- If approved at first reading, the board will schedule a public hearing and place the ordinance on a future meeting agenda for the second and final reading. If the ordinance does not pass first reading it is considered denied.

- The required public hearing is held to allow for public comment on the proposed amendments. There must be at least a fifteen day public notice for this hearing.
- The board conducts a second reading for the proposed amendment and ordinance. If approved the amendment will become effective after the required publication.

The zoning application and associated plans must be complete when submitted for review and be in conformance with all applicable regulations before being placed on the planning commission's agenda for consideration. Other town ordinances and regulations that should be reviewed during the planning process include but are not limited to the following:

- Town Center District Design Requirements (see Title 14 of the Municipal Code);
- Zoning Ordinance;
- Architectural Design Standards;
- Driveway and Other Access Way Ordinance (access permit requirements and traffic impact studies);
- Tree Protection Ordinance;
- Landscaping requirements (see Chapter 4 in Zoning Ordinance);
- Storm Water Ordinance;
- Aquatic Buffer Ordinance;
- Sinkhole (protection) Ordinance;
- Permit requirements for Utility Construction and Excavations in Public Rights-of-Way.

The successful applicant should also review all plans that have been adopted by the town. These include but are not limited to the following:

- Farragut Comprehensive Land Use Plan;
- Farragut Community Facilities and Services Policy Plan;
- Farragut Major Road Plan;
- Farragut Pedestrian and Bicycle Plan;
- Parks and Leisure Services Master Plan.

### Zoning versus Development

The TCD concept plan and rezoning process does not replace the town's other planning and regulatory programs. The approved concept plan establishes the area's eventual physical layout and provides design guidance for all future development within the area. It is akin to a general plan for a small town or neighborhood. The area's streets and lots will still need to be established through the subdivision process and each building site will be subject to the town's design and site planning requirements.

### Approval and Moving Forward

The entire TCD zoning process, including concept plan review and rezoning typically takes approximately three months. Complex projects may require additional review time. Once approved the TCD concept plan must undergo an annual review by the planning commission to ensure compliance and continued progress toward project completion. All plan revisions must be submitted to the town for approval, in accordance with the requirements of the TCD zoning

district. No development permits will be issued for a TCD development until the zoning becomes effective and all other required plans or permits have been approved.



## **SECTION V**

### **REZONINGS AND TEXT AMENDMENTS**

#### **Rezoning Requests and Zoning Text Amendments**

The Town of Farragut utilizes various land use controls, including zoning to implement its comprehensive planning program. Zoning affects properties by controlling where and how various land uses can be developed. The zoning ordinance is actually made up of two parts, the regulatory text and the zoning map. The text component, which most people usually refer to as the “zoning ordinance”, defines various zoning districts, what land uses are permitted in those districts, and other development requirements that may affect properties throughout the town. The zoning map defines where various zoning districts are located and what any individual piece of property is currently zoned. Farragut’s land use zoning plan does not affect school district zones. The zoning amendment processes discussed in this section should not be confused with the county’s school district zoning process.

The town’s authority to plan and zone is granted by the State and defined by Title 13 of the Tennessee Code. Zoning is a legislative act in Tennessee and is, therefore, controlled by the Farragut Board of Mayor and Aldermen. The planning commission does, however, have an important and mandatory advisory role in the overall zoning process. This includes the amendment process.

#### **Getting Started**

There are a number of things a property owner or developer should do prior to requesting a zoning amendment.

- Verify how the property is currently zoned, the requirements of that zone, and its affects on your property or project.
- Contact the town’s community development staff to discuss your ideas or concerns, and possible zoning options. Zoning is a comprehensive land management tool, so make sure that you understand the community’s overall zoning plan.
- Consider alternative development concepts that do not require a zoning change. Zoning amendments can have far reaching effects on the entire community. The town must consider these potential effects and is under no obligation to amend its zoning simply to accommodate the plans of an individual land owner or developer.

#### **Applications**

All Applications for zoning map amendments (rezoning) or zoning text amendments must be submitted to the Town Hall front desk by the Monday, falling at least thirty-one (31) days prior to the planning commission meeting at which they will be reviewed. The planning commission meets at 7:00 p.m. on the third Thursday of each month.

Application forms for zoning amendments can be obtained from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for zoning amendments are color coded salmon to avoid confusion (examples of these forms are provided in Appendix

A). The application must be properly filled out and include all required information to be placed on the planning commissions agenda for review. Applications for text amendments must also include a detailed explanation of the proposed text amendment, including any documentation or justification developed by the applicant in connection with the request.

### **How does the Process Work?**

The rezoning (map amendment) and zoning text amendment process is very similar. In both instances the proposal is first reviewed by the planning commission and then forward to the town board for consideration. If the planning commission has recommended against the proposed amendment it can only be passed by a majority vote of the entire membership of the town board. All zoning amendments must be made and adopted by official ordinance in accordance with the town's charter and Tennessee Code requirements. This includes a mandatory public hearing that must be held by the Board of Mayor and Alderman.

The general process includes the following:

- A completed application for a zoning map or text amendment is submitted to the Town Hall front desk.
- Planning staff reviews the request and places it on the planning commission's agenda for review.
- The planning commission reviews the request.
- The appropriate ordinance is prepared by town staff and the planning commission makes its recommendation to the Board of Mayor and Aldermen. The request is placed on the board's agenda for review and consideration.
- The board considers the request and conducts the first of two readings on the ordinance.
- If approved at first reading, the board will schedule a public hearing and place the ordinance on a future meeting agenda for the second and final reading. If the ordinance does not pass first reading it is considered denied.
- The required public hearing is held to allow for public comment on the proposed amendments. There must be at least a fifteen day public notice for this hearing.
- The board conducts a second reading for the proposed amendment and ordinance. If approved the amendment will become effective after the required publication.

The entire process for a zoning map amendment typically takes approximately 2 ½ months. The process for zoning text amendments typically takes longer, approximately 3 ½ months, due to the far reaching ramifications that such an amendment can have on the community. Complex or controversial zoning amendments can take considerably longer to review, and there is no guarantee that a zoning amendment will ultimately be approved.

### **Sign Ordinance Text Amendment**

The Sign Ordinance text amendment is first reviewed by the Visual Resource Review Board (VRRB) then forwarded to the planning commission for review and consideration. After review by the planning commission the amendment is then forwarded to the Board of Mayor and Aldermen for consideration. The amendment must be made and adopted by official ordinance in accordance with the town's charter and Tennessee Code requirements.

## **Subdivision Regulations Text Amendment**

The subdivision text amendments are only reviewed by the planning commission. The planning commission must advertise and hold a public hearing in accordance with the town's charter and Tennessee Code. The amendment must be approved by a majority vote of the quorum present at the planning commission meeting.

## SECTION VI

### ZONING APPEAL PROCESS

#### Board of Zoning Appeals Actions

The Board of Zoning Appeals (BZA) is an administrative body responsible for hearing and deciding appeals related to the town's zoning ordinance. This authority is directly tied to Tennessee Code and the town's zoning ordinance, where applicable. The BZA is not all powerful; it does not have the authority to rewrite the zoning ordinance or to negotiate regulatory compromises for the convenience of a property owner. It is a public body responsible for reviewing legitimate appeals while protecting the intent and purposes of the zoning plan. The board's powers are strictly limited by the town's zoning ordinance and the State's enabling statutes, specifically TCA Section 13-7-207. Its three general powers include the following.

- To review zoning enforcement decisions made by the town's community development staff or other administrative officials. This type of request is referred to as an **Administrative Review** within the town's zoning ordinance.
- To review requests for **Special Exceptions, Map Interpretations**, or other special questions that the board is authorized to rule upon by the zoning ordinance. These requests must be tied to specific language within the zoning ordinance; the board is not allowed to act on an independent basis. For example, the ordinance might require BZA review before a specific land use can be established in a particular zoning district. The board can not however act to permit a different land use within that same zone.
- To review **Variance** requests from the strict application of a particular zoning requirement. The board's authority to grant variances is however, strictly limited. Variances shall only be granted in accordance with the procedures, allowable justifications, and conditions required by the zoning ordinance and Tennessee Code. Generally speaking, a variance may only be granted where an owner will be deprived of all reasonable use of their property due to a unique physical condition inherent to the land itself. The BZA is also empowered to review variance requests from the town's flood damage prevention regulations. There are additional standards and guidelines that must be followed when reviewing such requests.

#### Getting Started

- Contact the town's community development staff to discuss your issue and ensure that you understand the process.
- Review the zoning ordinance to ensure that you fully understand the requirements and process that apply to your specific request. Applicable zoning sections include but are not limited to: Chapter 4, Section II, parts C, D, E and Chapter 4, Section VIII, part F.
- Consider alternative design concepts or courses of action that do not require BZA action.
- Be prepared to fully document, explain, and justify all requests. The BZA acts in a quazi-judicial manner and the burden of proof falls upon the applicant. The board may request additional supporting information or studies during the review process. The applicant should be prepared to meet all such requests in a timely manner.

## **Applications**

Applications for BZA review must be submitted to the Town Hall front desk by the Monday falling at least sixteen (16) days prior to the board meeting at which they will be reviewed. The BZA meets at 7:00 p.m. on the fourth Wednesday of each month, except for the months of November and December. Contact community development staff for revised meeting dates.

Application forms for BZA review requests can be obtained from the Town Hall front desk and are available online at [www.townoffarragut.org](http://www.townoffarragut.org). The application forms for BZA review requests are color coded blue to avoid confusion (an example of the form is provided in Appendix A). The same form is utilized for all BZA requests, including administrative reviews, special exceptions and map interpretations, and variance requests. The application must be correctly filled out and include all required information before it will be officially accepted. The applicant must also submit all information and materials utilized to justify the request.

## **How does the process work?**

The general process is the same for any application made for Board of Zoning Appeals action. This includes administrative reviews, special exceptions or map interpretations, and variance requests. The only differences are related to the board's review period, and the level of documentation needed to justify the request. The nature and complexity of each request will dictate the level of information that may be required for adequate justification. The applicant should discuss their request with the town's community development staff well before submitting a formal application.

The process generally includes the following:

- A completed application for BZA review is submitted to the Town Hall front desk. Incomplete applications will not be placed on the BZA agenda for consideration.
- Planning staff reviews the request and places it the BZA's agenda for review. Other town staff members may also become involved in the review process. The staff may request the applicant to produce additional documentation or supporting information.
- The BZA must conduct an advertised public meeting/hearing on the request. The board must provide at least seven (7) days public notice of the hearing date, and the notice must comply with town standards for all public meetings. The board's regular meeting date is the fourth Wednesday of each month, except for the months of November and December. Contact community development staff for revised meeting dates.
- The BZA will review the request at its public meeting. If the board finds that it has sufficient information to consider the request it will begin its review. The board may also request the applicant to produce additional documentation or supporting information.
- The BZA is required to decide upon variance requests within thirty (30) days of their public hearing, and special exceptions or other requests within forty-five (45) days of their public hearing dates. The board may request the applicant to waive these

requirements or simply deny the request if it determines that additional information or documentation is required to fully evaluate the request. In exercising its approval authority, the board may also attach reasonable conditions or additional requirements to mitigate adverse impacts and further the general purposes of the town's zoning plan.

The process for an appeals request typically takes approximately one (1) month. Complex appeals can take longer and may require significant documentation by the applicant. The Board of Zoning Appeals is the only avenue for zoning related appeals at the local level. Its decisions can not be overturned by either the planning commission or Board of Mayor and Alderman. An aggrieved party's next opportunity for redress is the formal court system.

## APPENDIX A

*Application Procedures for Concept Plan for Property Subdivision – (Teal)*

<http://townoffarragut.org/DocumentCenter/Home/View/369>

*Application Procedures for the Subdivision of Property - (Preliminary Plat - Yellow)*

<http://townoffarragut.org/DocumentCenter/Home/View/411>

*Application Procedures for the Subdivision of Property - (Final Plat – Light Green)*

<http://townoffarragut.org/DocumentCenter/Home/View/361>

*Application Procedures for Site Plan Approval - (Goldenrod)*

<http://townoffarragut.org/DocumentCenter/Home/View/366>

*Application Procedures for Landscape Plan Approval - (Light Pink)*

<http://townoffarragut.org/DocumentCenter/View/363>

*Sign Application - (Dark Pink)*

<http://townoffarragut.org/DocumentCenter/View/365>

*Application Procedures for Rezoning Property and Zoning Ordinance Text Amendments - (Salmon)*

Zoning Map Amendment - <http://townoffarragut.org/DocumentCenter/Home/View/368>

Text Amendment - <http://townoffarragut.org/DocumentCenter/Home/View/360>

*Board of Zoning Appeals Application - (Light Blue)*

<http://townoffarragut.org/DocumentCenter/View/970>

*Architectural Design Review Checklist - <http://townoffarragut.org/DocumentCenter/View/3047>*

*Application to Amend the Future Land Use Plan -*

<http://townoffarragut.org/DocumentCenter/View/3046>