

**APPLICATION PROCEDURES
FOR
SITE PLAN APPROVAL**

I. PURPOSE

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


II. APPLICATION AND APPROVAL PROCESS

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

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

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


APPLICATION PROCEDURES FOR SITE PLAN APPROVAL




- SITE PLANS




- Consult with planning commission staff




- The FMPC meets the 3rd Thursday of each month at 7:00 pm. Applicants must submit complete application packet on or before the Monday, 31 days prior to the meeting.




- Complete golden rod application/ pay fee/submit 5 complete sets of plans (24"x 36") and one reduced copy (8 ½" x 11") to Town Hall




- Staff reviews plan and meets with applicant the Tuesday two weeks after plan submitted (Staff/Developer Meeting)




- Applicant incorporates changes discussed at the the Staff/Developer meeting and submits 5 sets of the revised plan the following Monday at 9:00 a.m




- FMPC reviews site plan at the following meeting if all requirements/changes have been completed



- See Application Procedures for Landscape Plan Approval



- Approval of site plan is a prerequisite to issuing a grading permit or a building permit



- Approximately 45 day process

SITE PLAN APPLICATION
TOWN OF FARRAGUT, TENNESSEE

FOR OFFICE USE ONLY Fee Paid: _____
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APPLICANT NAME: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

NAME OF SITE PLAN: _____

Address: _____

Parcel/Lot Number: _____ Tax Map Number: _____

Size of Tract (acres): _____

Gross Building Area (square feet) _____

PROPERTY OWNER NAME: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

DEVELOPER NAME: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

SITE PLAN PREPARED BY: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

E-mail _____

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

APPLICANT SIGNATURE

DATE

PLANNING COMMISSION - ACTION TAKEN:

Approved: _____ Denied: _____ Date: _____

CERTIFICATION

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

Name and address of plan

Name of plan preparer (please print)

Signature of plan preparer

Date

Checklist For Applicants Site Plan

Project: _____

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

Project: _____

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

Project: _____

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

Project: _____

35. If any portion of the land being developed is subject to flood, the limit of the base flood elevation (floodway, 100 and 500 year flood fringe boundaries, and 50% Flood Fringe no fill line) shall be shown		
36. Show all streams (not mapped by FEMA) and indicate location and elevation of the top of bank		
37. Indicate minimum floor elevation (M.F.E.) [4 feet above base flood elevation]		

Additional Comments: _____

Reviewed by: _____ Date: _____

Project: _____

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

Project: _____

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

Additional comments: _____

Reviewed by: _____ Date: _____

Project: _____

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

Project: _____

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

Additional comments: _____

Reviewed by: _____ Date: _____

Project: _____

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

Additional comments: _____

Reviewed by: _____ Date: _____

Project: _____

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

Project: _____

Additional comments: _____

Reviewed by: _____ Date: _____