Whenever reasonable, the site plan shall be drawn at a scale of not less than one inch equals fifty feet (1" = 50'-0"). Submit four (4) copies and a PDF. All site plans shall be submitted on a minimum sheet size of 11"X 17" and a maximum sheet size of 30" X 42". All plans or sets of plans are to be submitted individually folded, not rolled. A licensed professional as required by the State of Tennessee shall prepare the site plan. **Applications, fees and site plans must be submitted by the deadline date established by the Regional Planning Commission office (except for staff level reviews)**.

Site Plan Content

- Project Name
- Developer's name, address and phone number
- Owner's name, address and phone number if other than the developer
- Engineer/Land Surveyor/Landscape Architect's name, address and phone number; along with the appropriate stamp/seal
- Location / Vicinity Map showing the relation of the proposed site to the adjoining area
- Tax map number and parcel number
- North arrow
- Graphic and written scale
- Date, including any dates of revisions
- Closed property boundary indicating bearings and distances on all property lines
- Note any Overlay district
- State acreage of the site and the current and proposed use of the site
- Adjacent property information including subdivision name, lot numbers, property owners, zoning, etc.
- Indicate all existing conditions, structures, pavement widths, etc.
- Existing topography at not greater than five foot intervals and list source of data
- Location of existing and proposed bodies of water, the location of natural drains, proposed major drainage system features, and method of discharging storm water
- Location of all sinkholes within the site itself and for a distance of 200 feet outside the property. If any portion of the development drains toward an outside area show or note the route of water runoff.
- Location and extent of all land subject to flooding by the overflow or ponding of storm water
- Proposed means and direction of surface drainage
- For any site subject to flooding, the limits of floodway areas, the regulatory flood elevation and regulatory flood protection elevation, and the minimum first floor elevation
- Proposed grading
- Location of existing and proposed open spaces or recreational amenities
- Indicate all existing and proposed easements, setbacks, landscape strips and buffers
- Indicate all proposed site improvements, including buildings (including for all residential activities, the number of dwelling units the building is intended to accommodate), parking (including layout of facilities, number of spaces, location of driveways, entrances and walks), signage (including type and material), dumpsters and dumpster pads, loading/service and storage areas, fences and walls (including type and material), etc.
- Proposed floor area, building heights, finished floor elevations, lot coverage ratio and percent impervious surfaces
- Indicate location of existing and proposed utilities, sewers (including size and invert elevations where pertinent), and fire hydrants within or adjacent to the site

- ❑ Where subsurface sewage disposal is anticipated, certification from the Division of Ground Water Protection Office approving the lot for use
- ❑ All adjoining roadways, with names and pavement and right-of-way widths
- ❑ Show and label sidewalks as required by the City Street Department
- ❑ Place following note on plans: All site lighting shall be directed inward onto the site to include shielded hoods. No light shall spill onto adjacent properties.
- ❑ Note which, if any, overlay district.
- ❑ All parcels of land intended to be dedicated or reserved for public use
- ❑ Indicate limits of construction
- ❑ Any other information that may be necessary for the full and proper consideration of the proposed site plan.

Fees

See Current Fee Schedule

Field Inspection

Prior to the issuance of a Certificate of Occupancy, a staff person of the Building Department shall conduct a final field inspection of the project. This inspection will ensure compliance with the approved site plan.