

City of Franklin
Critical Lot Peer-Reviewed Certification Program
Application Process Guide

A. Prior to Plan Submittal

1. Prepare Construction Plans in accordance with City of Franklin Standards.
2. Each sheet of the construction plans shall be signed and sealed by a Professional Engineer and include the following statement:

Construction Plans were prepared by, under the direct supervision of, or reviewed by the Licensed Professional. Plans are complete, and are, as of the date of submission, in accordance with the requirements of the City of Franklin regulations and all other applicable laws.

Signature _____

Print Name _____

Date _____

State of TN PE License No. _____

3. Each sheet of the construction plans shall be signed and sealed by a Professional Engineer and include the following statement:

I hereby certify that I have performed a peer-review of the construction drawing to ensure they are complete, and are, as of the date of submission, in accordance with the requirements of the City of Franklin regulations and all other applicable laws.

Signature _____

Print Name _____

Date _____

State of TN PE License No. _____

4. Complete required forms:
 - a. Builder Certification Statement
 - b. Hold Harmless Letter
 - c. Critical Lot Checklist
 - d. Building Permit Application
 - e. Grading Permit Application

B. Critical Lot Plan Submittal

1. Login to the IDT system <http://franklin.planreview.org>
 - a. If you DO NOT have an account Register or Sign Up. If you have an account Sign In
 - b. Upload the submittal documents required by the checklist.
 - c. The Applicant receives an email when staff “Declines or Accepts” the request.
 - d. Staff enters results/notes/requirements that are discussed at the pre-app into the IDT “open issues” feature. Once comment entry is complete, the applicant will be notified and will be able to view the staff comments in IDT.
 - e. When the Applicant is ready to resubmit, the Applicant revisits “My Submittals” and elects to continue the submittal process by selecting “Resubmit”.
2. BNS will review the application within 7 working days to determine if the requirements have been met:
 - a. Verifies project meets Peer-Reviewed Certified eligibility criteria
 - b. Verifies all required documents have been provided
 - c. Verifies all necessary approvals have been obtained: site plan, grading plan, storm water management plan, etc.
3. Compliant Submittals:
 - a. Permit Tech stamps construction plans as complete
 - b. Permit Tech creates permit(s) in Hansen
 - c. Applicant picks up field set and pays building permit fee and any other fees.
4. Noncompliant Submittals:
 - a. Determine areas of noncompliance
 - b. Licensed Professional submits missing documents and enters into a 7 working day review period.