

Pre-Application Site Plan Checklist

General Submittal Requirements	
1	Copy of the One Stop approved development plan sheet or preliminary plat
2	Copy of Water and Sewer Availability Request Form (see Engineering Development Services webpage)
3	Any additional information, as determined by City Staff, necessary to obtain an adequate review
Standard Sheet Layout (All Drawing Sheets)	
4	Name of proposed development, sheet title, sheet number, date of submittal and revision, and City of Franklin project number
5	Plans drawn to a scale no smaller than 1-inch = 50 feet and extending a minimum of 50 feet beyond property limits. Additional overall plans drawn at a larger scale shall be provided where necessary to show the site as it relates to the broader region, including the full extents of multi-section developments.
6	Existing, proposed, and adjacent boundaries and identifying numbers of sections, lots, and parcels
7	North arrow, graphic scale, and legend of symbols and line types
8	Road network including street name, right-of-way width, and functional street classification per <i>Connect Franklin</i>
9	Right-of-way dedication required per <i>Connect Franklin</i>
10	Hydrologic features with stream name, TDEC 303(d) classifications, top of bank, centerline, and riparian buffers
11	Tree protection areas, both existing and proposed, and other protected areas
12	Boundaries of overlays which intersect/cross the proposed development, including: FWO, FFO, HHO, 500-HHO buffer, HPO, NCO, CAO, CFO, SCO
13	Type, size, and location of buffers (street, historic, etc.), if applicable
14	Location and dimensions of transition zones, if applicable
15	Easements, both existing (with deed/plat reference) and proposed. Indicate any easements to be abandoned.
16	Scale, orientation, and layout of plans consistent throughout the plan set
C0.0 – Cover Sheet	
17	Name of proposed development (<u>Approved</u> Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])
18	Names, addresses, contact information of design professionals
19	Tax map, group, parcel number(s), and address(es) of site
20	Sheet index for all sheets included in the submittal set
21	Approved modifications of standards, if any
22	Take-down schedule for components in multi-section developments (see C2.0 – Site Plan)
23	Open space take-down schedule for components in multi-section developments (see Application User Guide)
24	Site Data Chart (see item #36)
25	Statement of Parkland Impact Fee requirements for the site, including approved offset agreements
26	Description of changes to the previously approved site plan, as well as a summary of all past approved revisions, if applicable
C1.0 – Existing Conditions Plan	
27	Existing information based on a field-run topographic survey performed to Tennessee Minimum Standards of Practice by a licensed surveyor. Survey shall extend a minimum of 50 feet beyond property limits. Information past 50 feet beyond property limits may be based on GIS data.
28	Project boundaries and internal property lines with lengths measured to the nearest hundredth of a foot and bearings reported in degrees and minutes
29	Zoning District and any Overlay Zoning Districts

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30	Existing man-made site features including fences, walls, structures, buildings, pavement, cemeteries, archeological features, above- and below-grade utilities, hydrants, roadway and railroad infrastructure																														
31	Existing natural site features including tree canopy, sinkholes, and hydrologic features																														
32	All historic resources on site and within sheet limits shown and labeled with location and description. Include any original accesses to historic structures and sites.																														
33	Existing topography contours with vertical intervals at two (2) feet maximum																														
34	Existing natural slopes between 14 and 19.99 percent, and slopes 20 percent or greater graphically illustrated																														
C2.0 – Site Plan																															
35	<p>Take-down schedule for components in multi-section developments</p> <table border="1"> <thead> <tr> <th>Development</th> <th>Approval date</th> <th>Nonresidential use</th> <th>Square footage</th> <th>Single-family Units</th> <th>Multi-family Units</th> </tr> </thead> <tbody> <tr> <td>Overall entitlements</td> <td>1/25/2018</td> <td>Restaurant, retail, personal services</td> <td>100,000</td> <td>12</td> <td>100</td> </tr> <tr> <td>Section 1</td> <td>3/22/2018</td> <td>Restaurant/retail</td> <td>10,000/60,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>Section 2</td> <td>5/24/2018</td> <td>Personal services</td> <td>30,000</td> <td>12</td> <td>0</td> </tr> <tr> <td>Remaining</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Development	Approval date	Nonresidential use	Square footage	Single-family Units	Multi-family Units	Overall entitlements	1/25/2018	Restaurant, retail, personal services	100,000	12	100	Section 1	3/22/2018	Restaurant/retail	10,000/60,000	0	100	Section 2	5/24/2018	Personal services	30,000	12	0	Remaining			0	0	0
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36	<p>Site Data Chart</p> <div style="border: 1px solid black; padding: 5px;"> <p>Project Name: Project #: Address: Parcel(s): Acreage/Square Footage of Site: Vesting (date development first became vested):</p> <p>REGULATIONS: Base Zoning: Overlay Zoning: Building Types Applied: Frontage Types Applied: Lot Width (Residential): Lot Size (Residential): Setbacks— Front yard: Side yard: Rear yard: Dwelling Unit Count, by Type: Commercial SF, by Use: Hotel Keys: Building Height: Minimum Landscape Surface Area: Open Space SF Required: Natural Area SF Required: Tree Canopy Retention Acreage: Parking Required, by Use: Parking Provided, by Use: Historic Resource Treatment (y/n):</p> </div>																														
37	Residential lot type diagrams per approved development plan, including corner lots (Residential only)																														
38	Setback lines																														
39	Open space plan location, type, and amenities with labels																														
40	Location, square footage, and exterior dimensions of proposed buildings and structures																														
41	Location, dimensions, and materials of roadways, vehicle entrances/exits, cross-access between lots, loading zones, sidewalks, trails, and paths																														
42	Location, dimensions and counts of vehicle (total and handicap) and bicycle parking																														

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43	Drive-through lanes and queuing graphically illustrated, with location and number of stacking spaces
44	Locations of dumpster and mechanical equipment pads, screen walls, gates, and doors
45	Locations and details of gated access at streets or drives
46	Locations of mailbox delivery kiosks, transit stops, street lights, and other pertinent surface items
47	Retaining walls and fences, including height and material
C3.0 – Grading & Drainage Plan	
48	Existing and proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief
49	Limits of disturbance, buffers, outfalls, and protected areas
50	Proposed grading using slopes of three (3) horizontal to one (1) vertical or flatter in non-traffic areas
51	Minimum pad and finish floor elevations
52	Retaining wall type, location, and details, with spot elevations along top and bottom of walls
53	Stormwater feature locations and details, including green infrastructure and detention areas
54	Stormwater infrastructure locations and corresponding table showing material, size, and elevations
55	Proposed and existing-to-remain utilities shown in grayscale
C4.0 – ROW & Access Plan	
56	Roadway network, including proposed and existing-to-remain elements in right-of-way and access easements (e.g. roadway, curb and gutter, drainage structures, grass strips, sidewalks, ADA access ramps, landscaping, etc.)
57	Proposed and existing-to-remain utilities and landscaping shown in grayscale
58	Roadway horizontal (centerline) and vertical (profile) alignments
C5.0 – Utility Plan	
59	Water & Sewer General Notes and Data Chart (see Engineering Development Services webpage)
60	Utility name and contact information for all utilities within 500 feet of site
61	Type, size, and location of existing and proposed public utility infrastructure and appurtenances (valves, hydrants, etc.), including for City utilities (water, sewer, reclaimed water, communications) and non-City utilities (non-City water, electric, telephone, gas, cable television, communications)
62	City water, sewer, and reclaimed water extended to property lines designated by the Water Management Department as deemed necessary for future system expansion
63	Water, sewer, and reclaimed water service line locations
64	Horizontal utility clear separations
65	Utility connections with descriptions (i.e. tapping sleeve and valve)
66	Future extensions showing proposed sewer stubs, blow off valves, and fire hydrants
67	Manhole labels, stationing, and status (proposed, existing, future)
68	Extent of mill and overlay for open cut utilities
69	Proposed and existing-to-remain roadways, sidewalks, stormwater infrastructure, buildings, landscaping, grading contours, and other surface features shown in grayscale
70	Utility plan and profiles for proposed water/sewer/reclaimed water utilities showing cover, pipe information (length, slope, material), manhole information (labels, stationing, status, invert, and top of casting), crossing utilities, and vertical separation
71	City standard drawings for proposed utilities and accessories
C6.0 – Emergency Management Plan	
72	International Building Code construction type for all buildings
73	Main building entrance location labeled
74	Fire hydrant locations

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75	Results of flow test at nearest fire hydrant, including test date (must be within 6 months from date of submittal), plan location of test and flow hydrants, static pressure, residual pressure, and calculated flow at 20 psi residual pressure
76	Dimensions showing all portions of building perimeter are within 400 feet of a fire hydrant
77	Fire department connection location
78	Autoturn exhibits for fire apparatus
L1.0 – Tree Preservation Plan	
79	Current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover with linework depicting extents of tree canopy cover
80	Tree save area(s) with acreage labeled for each noncontiguous area
81	Specimen Tree Survey and Inventory (see Application User Guide) with trees to be removed labeled
L2.0 – Landscape Plan	
82	Labels and inventory of existing trees proposed to be used for credit toward landscape requirements
83	Tree save area(s) and specimen trees
84	Limits of disturbance, buffers, outfalls, and protected areas
85	Open space resources shown and detailed on plans with identifying number, plan extents, and amenity locations and details for each resource
A1.0 – Architectural Elevations	
86	Color Building Elevations for all sides of the building(s) with scale, dimensions, and label (compass direction). Elevations must be signed and sealed by a registered architect. <ul style="list-style-type: none"> For houses, duplexes, and townhouses, typical elevations may be submitted in lieu of signed and sealed elevations, but must be accompanied by the Detached Residential, 2-Family, and Townhome Architectural Standards Affidavit.
87	Identification of building type
88	Dimensioned extents of façade elements
89	Rooftop mechanical units and screening shown and labeled