

# Development Plan Checklist

General Submittal Requirements	
1	Proposed subdivision name approval from Building and Neighborhood Services Department
2	Signed and notarized Owner Affidavit
3	Neighborhood meeting notes, including copy of meeting sign-in sheet and bulleted list of comments made
4	Public Notification, including: <ul style="list-style-type: none"> <li>• Written notification to all residents within 500 feet of the proposed development sent by first class mail. Written notification to be sent at least 15 calendar days prior to the Planning Commission Meeting Agenda when the item will be heard; and</li> <li>• Public Notice Affidavit, signed and notarized</li> </ul>
5	Copy of letter sent to the applicable school district notifying them of the following: <ul style="list-style-type: none"> <li>• Location of the proposed development; and</li> <li>• Anticipated school-age population of the development</li> </ul>
6	Copy of Water and Sewer Availability Request Form (see Engineering Development Services webpage)
7	Traffic Impact Analysis with offsite improvements identified, if applicable
8	Water and sewer capacity analyses with offsite improvements identified, if applicable
9	Development offset agreement(s), if applicable
10	Written notice provided to all adjoining property owners with visual and narrative explanation of proposed cross access connection points
11	Any additional information, as determined by City Staff, necessary to obtain an adequate review
Standard Sheet Layout (All Drawing Sheets)	
12	Name of proposed development, sheet title, sheet number, date of submittal and revision, and City of Franklin project number
13	Seal of design professional with signature and date
14	Plans drawn to a scale no smaller than 1-inch = 50 feet and extending a minimum of 50 feet beyond property limits
15	Existing, proposed, and adjacent boundaries and identifying numbers of sections, lots, and parcels
16	North arrow, graphic scale, and legend of symbols and line types
17	Road network including street name, right-of-way width, and functional street classification per <i>Connect Franklin</i>
18	Right-of-way dedication required per <i>Connect Franklin</i>
19	Hydrologic features with stream name, TDEC 303(d) classifications, top of bank, centerline, and riparian buffers
20	Tree protection areas, both existing and proposed, and other protected areas
21	Boundaries limits of overlays which intersect/cross the proposed development, including: FWO, FFO, HHO, 500-HHO buffer, HPO, NCO, CAO, CFO, SCO
22	Type, size, and location of buffers (street, historic, etc.), if applicable
23	Location and dimensions of transition zones, if applicable
24	Easements, both existing (with deed/plat reference) and proposed. Indicate any easements to be abandoned.
25	Scale, orientation, and layout of plans consistent throughout the plan set
C0.0 – Cover Sheet	
26	Name of proposed development ( <u>Approved</u> Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])
27	Names, addresses, and contact information of land owner(s) and all individual parties, officers, directors and/or beneficial owners holding more than a five (5) percent interest in the project where the landowner is a partnership, corporation, or other business venture identified
28	Names, addresses, contact information, and signed and dated seals of design professionals

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29	Submittal and revision dates																				
30	Tax map, group, parcel number(s), and address(es) of site																				
31	Vicinity map with site location and corporate limits (if within one-half mile of site)																				
32	City of Franklin project number (to be assigned once initial submittal is made)																				
33	Sheet index for all sheets included in the submittal set																				
34	Associated PD zoning entitlement request																				
35	Request for Modification of Standards, if any. Include the specific section of the Zoning Ordinance proposed to be modified, the proposed alternative requirement, and justification for such request.																				
36	Identification of Parkland Impact Fee requirements and offset requests, if any																				
37	Provide the following note on the cover sheet: <i>Comprehensive review of roadway, stormwater, and utility elements by City of Franklin Staff will occur at the Site Plan stage. Project entitlements approved with this Development Plan do not constitute approval of the roadway, stormwater, and utility elements shown on the Development Plan. If, upon application of City of Franklin street, stormwater, and utility standards at the Site Plan stage, the applicant cannot achieve the maximum approved entitlements, the applicant shall be confined to the entitlements achievable from the application of said standards.</i>																				
38	Description of changes to the previously approved development plan, as well as a summary of all past approved revisions, if applicable																				
<b>C1.0 – Existing Conditions Plan</b>																					
39	Stormwater narrative stating how stormwater drains through and exits the site prior to development, soil types, vegetation, etc.																				
40	Grading & Drainage Data Chart (see Engineering Development Services webpage)																				
41	Property boundaries, subdivision names, tax map, parcel numbers, deed and plat references, owner names, and existing land use of adjacent properties, including approved but not yet platted developments																				
42	Zoning District and any Overlay Zoning Districts																				
43	Existing man-made site features including fences, walls, structures, buildings, pavement, cemeteries, archeological features, above- and below-grade utilities, hydrants, roadway and railroad infrastructure																				
44	Existing natural site features including tree canopy, sinkholes, and hydrologic features																				
45	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.																				
46	Existing topography contours with vertical intervals at five (5) feet maximum																				
47	Existing natural slopes between 14 and 19.99 percent, and slopes 20 percent or greater graphically illustrated																				
<b>C2.0 – Development Plan</b>																					
48	Statement of Impacts: Statement describing anticipated impact on police, fire, solid waste, and public recreational facilities																				
49	Description of how the proposed development complies with the objectives of <i>Envision Franklin</i> , including the guiding principles and design concepts																				
50	Proposed take-down schedule for components in multi-section developments <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Development</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>Restaurant, retail, personal services</td> <td>100,000</td> <td>12</td> <td>100</td> </tr> <tr> <td>Section 1</td> <td>Restaurant/retail</td> <td>10,000/60,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>Section 2</td> <td>Personal services</td> <td>30,000</td> <td>12</td> <td>0</td> </tr> </tbody> </table>	Development	Nonresidential use	Square footage	Single-family Units	Multi-family Units	Overall entitlements	Restaurant, retail, personal services	100,000	12	100	Section 1	Restaurant/retail	10,000/60,000	0	100	Section 2	Personal services	30,000	12	0
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51	<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, if a revision):</p> <p>REGULATIONS:  Base Zoning:  Proposed 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>
52	Residential lot type diagrams, if applicable, identifying lot width, depth, and setbacks associated with each lot type, including corner lots
53	Proposed setback lines
54	Open space plan location, type, and amenities with labels
55	Open Space Data Chart (see Application User Guide)
56	List of all proposed building types and frontage types
57	List of all proposed or considered uses within the development
58	Approximate locations, square footages, and height of proposed buildings and structures. Height ranges are appropriate for larger developments.
59	General location of roadways, sidewalks, parking and loading areas, drive through lanes, refuse collection areas, mailbox delivery kiosks, transit stops, street lights, gated access, and other pertinent surface items
60	General extents of surface and below-grade stormwater management features
61	Retaining walls and fences with anticipated maximum height
<b>C3.0 – Grading &amp; Drainage Plan</b>	
62	Stormwater narrative stating how stormwater will be treated and detained prior to exiting the site
63	Statement of Impacts: Statement describing anticipated impact on drainage facilities, including estimated impervious area to be added and any increase in stormwater runoff or changes in outfall location(s)
64	Site Grading & Drainage Data Chart and General Notes (see Engineering Development Services webpage)
65	Existing and proposed topography contours with vertical intervals at five (5) feet maximum
66	Retaining walls with maximum height labeled
67	Stormwater infrastructure and features, including conceptual green infrastructure and detention areas

# Development Plan Checklist

68	Proposed and existing-to-remain utilities shown in grayscale
<b>C4.0 – ROW &amp; Access Plan</b>	
69	Statement of Impacts: Statement describing anticipated impact on streets, including projected trips generated by the development
70	ROW & Access Data Chart and General Notes (see Engineering Development Services webpage)
71	Roadway network, including proposed and existing-to-remain elements in right-of-way and access easements
72	Street light locations and the note: <i>“Street lights shall have a LED light source.”</i>
73	Autoturn exhibits for fire, refuse collection, and sewer vac-truck apparatuses
74	Proposed and existing to remain utilities and landscaping shown in grayscale
75	Typical cross sections with utilities for each proposed classification of roadway
<b>C5.0 – Utility Plan</b>	
76	Statement of Impacts: Statement describing anticipated impact on water, sewer, and reclaimed water utilities, including expected needs in total SFU
77	Water & Sewer General Notes and Data Chart (see Engineering Development Services webpage)
78	Utility name and contact information for all utilities within 500 feet of site
79	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, or projected flow from a water model study
80	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)
81	City water, sewer, and reclaimed water extended to property lines designated by the Water Management Department as deemed necessary for future system expansion
82	Horizontal utility clear separations
83	Anticipated utility depths
84	Proposed and existing-to-remain roadways, sidewalks, storm infrastructure, buildings, landscaping, grading contours, and other surface features shown in grayscale
<b>C6.0 – Phasing Plan</b>	
85	Conceptual phasing plan for land development, if applicable, including the following: <ul style="list-style-type: none"> <li>• Anticipated sequence of build-out for sections/lots, open space, and parkland</li> <li>• Stormwater, street, and utility infrastructure phasing, with anticipated water and sewer demand for each phase</li> <li>• Conceptual phased parking plan</li> </ul>
<b>L1.0 – Tree Preservation Plan</b>	
86	Landscape Data Chart (see Application User Guide)
87	Current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover with linework depicting extents of tree canopy cover
88	Tree save area(s) with acreage labeled for each noncontiguous area
89	Potential specimen trees to be removed shown and labeled
<b>A1.0 – Architectural Elevations</b>	
90	Conceptual renderings and/or typical elevations