

Annexation and Plan of Services (POS) Checklist

A. Preliminary Information	
1.	Signed & notarized Owner Affidavit
B. Submittal Components	
2.	A survey of the property/properties, sealed, signed and dated by a Registered Land Surveyor.
3.	Name of Proposed development (if associated with a Development Plan)
4.	North arrow, graphic scale, and legend of symbols and line types
5.	Submittal date
6.	City of Franklin Project Number (to be assigned once initial submittal is made)
7.	Tax Map, Group, Parcel Number(s), and address(es) of all properties included in request
8.	Name, addresses, contact information, and signed and dated seals of design professionals
9.	Names, and addresses of the owner. Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.
10.	Location / Vicinity Map, indicating the location of the city limits and the nearest boundary of the UGB.
11.	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits.
12.	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway Overlay (FWO) Zoning Boundary, wetlands, and drainage basin where the site is located.
13.	Acreage of the site
14.	Names of all subdivisions, and owners of lots or parcels, and existing land uses adjacent to the site
15.	Existing land uses, and existing structures/buildings on the property
16.	Railroad infrastructure and rights-of-way within the site, if applicable
17.	All National Register properties within 500' of site
18.	A general statement indicating how the associated development or zoning meets the goals of Envision Franklin.
C. Statement of Impacts, as associated with the Plan Of Services. A statement describing the probable impact of the annexation on all of the following:	
19.	Water Facilities including information on the water utility district(s) to provide service, proposed means of extending service to the property, and projected water demand in gallons per day
20.	Sewer Facilities including proposed means of extending service to the property, and projected peak flows in gallons per day
21.	Re-purified (reuse) water facilities, including proposed means of extending service to the property (if required)
22.	Street Network, as shown on the major thoroughfare plan, including the location and length of any existing non-City roadways to be included in the annexation
23.	Drainage facilities, including any changes in outfall location(s) or environmental permitting required for the proposed development
24.	A description of the location and driving distance, in miles, of the nearest fire station, and the nearest public elementary, middle, and high schools
25.	A general statement addressing refuse storage and sanitation collection facilities proposed for the development
D. Supporting Studies and Information, if requested by City Staff	
26.	Estimated amount of total trip generation (if required by City Engineer)
27.	Traffic Impact Analysis (if required by City Engineer)
28.	Sanitary Sewer Basin Study
29.	Water system supply model
30.	The applicant shall provide any additional information, as determined by the City Staff, that will be necessary to obtain an adequate review by the City staff and the FMPC