

Site Plan Checklist

General Submittal Requirements	
1	Copy of the One Stop approved development plan sheet or preliminary plat
2	Signed and notarized Owner Affidavit
3	Certificate of Appropriateness for properties within a Historic Preservation Overlay (HPO) District
4	Stormwater report and water quality calculation tool output file (see Engineering Development Services webpage)
5	BMP Long Term Maintenance Plan (LTMP) and Agreement (see Engineering Development Services webpage)
6	Notice of Intent (NOI), Stormwater Pollution Prevention Plan (SWPPP), and Qualified Local Program (QLP) Checklist requirements if disturbing ≥ 1 acre or part of a larger development. The City of Franklin is a QLP and issues Notices of Coverage (NOC) on behalf of TDEC.
7	Request for Modification of Engineering Standards (streets, water/sewer, etc.), if any. Identify the standard proposed to be modified, the proposed alternative design or construction standard, and justification for such request.
8	Copy of Water and Sewer Availability Request Form (see Engineering Development Services webpage)
9	Shared parking study, if applicable
10	Viewshed analysis for buildings over six stories or 75 feet in height
11	Materials board demonstrating material and color of all primary and accent building materials. All material samples shall be marked with the project name, COF number, and address.
12	Written notice provided to all adjoining property owners with visual and narrative explanation of proposed cross access connection points
13	Any additional information, as determined by City Staff, necessary to obtain an adequate review
Standard Sheet Layout (All Drawing Sheets)	
14	Name of proposed development, sheet title, sheet number, date of submittal and revision, and City of Franklin project number
15	Seal of design professional with signature and date
16	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.
17	Existing, proposed, and adjacent boundaries and identifying numbers of sections, lots, and parcels
18	North arrow, graphic scale, and legend of symbols and line types
19	Road network including street name, right-of-way width, and functional street classification per <i>Connect Franklin</i>
20	Right-of-way dedication required per <i>Connect Franklin</i>
21	Hydrologic features with stream name, TDEC 303(d) classifications, top of bank, centerline, and riparian buffers
22	Tree protection areas, both existing and proposed, and other protected areas
23	Boundaries of overlay districts which intersect/cross the proposed development, including: HHO, 500-foot HHO buffer, FWO, FFO, HPO, SCO, CFO
24	Type, size, and location of buffers (street, historic, etc.), if applicable
25	Location and dimensions of transition zones, if applicable
26	Easements, both existing (with deed/plat reference) and proposed. Indicate any easements to be abandoned.
27	Scale, orientation, and layout of plans consistent throughout the plan set
C0.0 – Cover Sheet	
28	Name of proposed development (<u>Approved</u> Subdivision Name, Plan Type, Section, Revision, Lot Number, [Business Name])

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29	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
30	Names, addresses, contact information, and signed and dated seals of design professionals
31	Submittal and revision dates
32	Tax map, group, parcel number(s), and address(es) of site
33	Vicinity map with site location and corporate limits (if within one-half mile of site)
34	City of Franklin project number (to be assigned once initial submittal is made)
35	Sheet index for all sheets included in the submittal set
36	Approved modifications of standards, if any
37	Take-down schedule for components in multi-section developments (see C2.0 – Site Plan)
38	Open space take-down schedule for components in multi-section developments (see Application User Guide)
39	<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>
40	Statement of Parkland Impact Fee requirements for the site, including approved offset agreements
41	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	
42	Grading & Drainage Data Chart (see Engineering Development Services webpage) for each existing basin
43	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.
44	Survey information, including survey coordinate system (Tennessee State Plane Coordinate System, Zone 5301, Fipszone 4100, NAD 83 datum), benchmark(s), survey company, and survey date and method

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45	Project boundaries and internal property lines with lengths measured to the nearest hundredth of a foot and bearings reported in degrees and minutes																														
46	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																														
47	Zoning Base District and Zoning Overlay Districts																														
48	Existing man-made site features including fences, walls, structures, buildings, pavement, cemeteries, archeological features, above- and below-grade utilities, hydrants, roadway and railroad infrastructure																														
49	Existing natural site features including tree canopy, sinkholes, and hydrologic features																														
50	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.																														
51	Existing topography contours with vertical intervals at two (2) feet maximum																														
52	Existing natural slopes between 14 and 19.99 percent, and slopes 20 percent or greater graphically illustrated																														
53	Existing drainage basins with flow arrows and outfall locations with ID and elevation																														
54	Next two downstream offsite drainage structure locations and capacities																														
C2.0 – Site Plan																															
55	<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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56	Site Data Chart (see item #39)																														
57	Residential lot type diagrams per approved development plan, including corner lots (Residential only)																														
58	Setback lines																														
59	Open space plan location, type, and amenities with labels																														
60	Location, square footage, and exterior dimensions of proposed buildings and structures																														
61	Location, dimensions, and materials of roadways, vehicle entrances/exits, cross-access between lots, loading zones, sidewalks, trails, and paths																														
62	Location, dimensions and counts of vehicle (total and handicap) and bicycle parking																														
63	Drive-through lanes and queuing graphically illustrated, with location and number of stacking spaces																														
64	Locations of dumpster and mechanical equipment pads, screen walls, gates, and doors																														
65	Locations and details of gated access at streets or drives																														
66	Locations of mailbox delivery kiosks, transit stops, street lights, and other pertinent surface items																														
67	Extents of surface and below-grade stormwater management features																														
68	Retaining walls and fences, including height and material																														
C3.0 – Grading & Drainage Plan																															
69	Site Grading & Drainage Data Chart and General Notes (see Engineering Development Services webpage)																														
70	Take-down schedule for regional stormwater management features designed for future development																														
71	Existing and proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief																														
72	Proposed drainage basins with flow arrows, time of concentration, outfall locations with ID (corresponding to existing conditions ID) and elevation for each drainage basin																														

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73	Limits of disturbance, buffers, outfalls, and protected areas
74	Stream buffer signage locations
75	Proposed grading using slopes of three (3) horizontal to one (1) vertical or flatter in non-traffic areas
76	Proposed grading within the floodplain and corresponding cut and fill quantities demonstrating compensatory cut of 150% for all fill within the floodplain
77	Minimum pad and finish floor elevations
78	Retaining wall type, location, and details, with spot elevations along top and bottom of walls
79	Stormwater feature locations and details, including green infrastructure and detention areas
80	Stormwater infrastructure locations and corresponding table showing material, size, and elevations
81	Proposed and existing-to-remain utilities shown in grayscale
C3.1– Initial EPSC / Pre-Construction Plan	
82	Site Grading & Drainage Data Chart and EPSC General Notes (see Engineering Development Services webpage)
83	Construction sequence of EPSC measures required prior to pre-construction meeting
84	Limits of disturbance, riparian buffers, outfalls, and protected areas
85	Stream buffer signage locations
86	Wire backed silt fence along riparian buffers on water resources
87	Drop bag type inlet protection with overflow ports, such as ADS Flexstorm, at onsite and adjacent inlets
88	Temporary sediment basin locations and the following note: <i>"Temporary sediment basins to be installed immediately following pre-construction meeting, and shall be completed before any land disturbance takes place within the contributing drainage area."</i>
89	Calculations for temporary sediment basins/traps, including acreage of drainage area, required and provided wet/dry storage volumes and elevations, and details of dewatering devices for each basin
90	QLP Checklist requirements (see Engineering Development Services webpage)
C3.2 – Interim EPSC / Construction Plan (Disturbing ≥ 5 acres)	
91	Site Grading & Drainage Data Chart and EPSC General Notes (see Engineering Development Services webpage)
92	Sequence of EPSC events during construction, including maintenance, inspection, protection of sensitive areas
93	Limits of disturbance, riparian buffers, outfalls, and protected areas
94	Stream buffer signage locations
95	Protection fencing from heavy machinery around infiltrating BMPs including bioretention areas
96	QLP Checklist requirements (see Engineering Development Services webpage)
C3.3 – Final EPSC / Water Quality Plan	
97	Construction sequencing for BMPs
98	Stormwater BMPs/GIPs labeled with Rv Value and required/provided volume (per Water Quality Calculation Tool) (see Engineering Development Services webpage)
99	Take-down schedule for all BMPs designed for future expansion
100	Green Infrastructure BMPs located in open space lots (Residential) and within Green Infrastructure Easements (Residential and Commercial)
101	Riparian buffers located in open space lots (Residential) or within Riparian Buffer Conservation Easements (Commercial)
102	Stream buffer signage locations
103	City standard details and site-specific details for BMPs, including pretreatment measures
C4.0 – ROW & Access Plan	
104	ROW & Access Data Chart and General Notes (see Engineering Development Services webpage)

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105	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.)
106	Signs, markings, signals and other traffic control devices for public and private streets and drives
107	Signs and markings for fire lanes and areas of parking prohibition
108	Street light locations and the note: <i>"Street lights shall have a LED light source."</i>
109	Sight distance triangles
110	Autoturn exhibits for refuse collection and sewer vac-truck apparatuses
111	Proposed and existing-to-remain utilities and landscaping shown in grayscale
112	Roadway horizontal (centerline) and vertical (profile) alignments
113	Cross sections for arterial and collector streets at 50-foot intervals
114	Traffic control plan for work in right-of-way
115	City standard drawings for street cross sections and elements within right-of-way and public access easements
C5.0 – Utility Plan	
116	Water & Sewer General Notes and Data Chart (see Engineering Development Services webpage)
117	Utility name and contact information for all utilities within 500 feet of site
118	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)
119	City water, sewer, and reclaimed water extended to property lines designated by the Water Management Department as deemed necessary for future system expansion
120	Water, sewer, and reclaimed water service line locations
121	Horizontal utility clear separations
122	Utility connections with descriptions (i.e. tapping sleeve and valve)
123	Future extensions showing proposed sewer stubs, blow off valves, and fire hydrants
124	Manhole labels, stationing, and status (proposed, existing, future)
125	Extent of mill and overlay for open cut utilities
126	Proposed and existing-to-remain roadways, sidewalks, stormwater infrastructure, buildings, landscaping, grading contours, and other surface features shown in grayscale
127	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
128	City standard drawings for proposed utilities and accessories
C6.0 – Emergency Management Plan	
129	Building Code Data Chart <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Building square footage in accordance with Chapter 5 of the IBC: Building Occupancy in accordance with Chapter 3 of the IBC: Construction Type in accordance with Chapter 6 of the IBC:</p> </div>
130	Main building entrance location labeled
131	Fire hydrant locations
132	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
133	Dimensions showing all portions of building perimeter are within 400 feet of a fire hydrant
134	Fire department connection location

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135	Autoturn exhibits for fire apparatus
L1.0 – Tree Preservation Plan	
136	Current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover with linework depicting extents of tree canopy cover
137	Tree preservation area(s) with acreage labeled for each noncontiguous area
138	Specimen Tree Survey and Inventory (see Application User Guide) with trees to be removed labeled
139	Tree protection fencing and notification sign locations and details (see Application User Guide)
140	Tree protection note on drawings: <i>“All tree protection fencing shall be in place prior to the issuance of a grading or land disturbance permit and shall be maintained in good working order until all construction activity is completed. No disturbance is permitted in a tree preservation area. Any required erosion control measures shall be placed outside of any tree protection fencing.”</i>
L2.0 – Landscape Plan	
141	Landscape Data Chart (see Application User Guide)
142	Landscape calculations (see Application User Guide)
143	Labels and inventory of existing trees proposed to be used for credit toward landscape requirements
144	Tree preservation area(s) and specimen trees
145	Limits of disturbance, buffers, outfalls, and protected areas
146	Street trees locations on the same plan with street lights and street signs
147	Parking islands provided at every 10 parking spaces and at end of each parking bay
148	Proposed landscape material plan locations and identification
149	Foundation planting locations and identification, if applicable
150	Plant schedule for proposed landscape materials (see Application User Guide)
151	Plant schedule and Specimen Tree Replacement Chart for trees provided to meet specimen tree replacement requirements (see Application User Guide)
152	Tree and shrub planting details (see Application User Guide)
153	Show that required plant diversity has been met (see Application User Guide)
154	Open space resources shown and detailed on plans with identifying number, plan extents, and amenity locations and details for each resource
155	Open Space Requirement Chart corresponding to each open space resource (see Application User Guide)
156	Open space take-down schedule for components in multi-section developments (see Application User Guide)
L2.1 – Landscape Details	
157	City of Franklin Minimum Plan Quality and Size Standards (see Application User Guide)
158	City of Franklin Landscape Notes (see Application User Guide)
159	Landscape Responsibility Notes (see Application User Guide)
160	Minimum Buffering / Screening Requirement Chart (see Application User Guide)
161	Detached Residential Lot Tree Chart, if applicable (see Application User Guide)
E1.0 – Photometric Plan (Nonresidential and Multifamily Uses)	
162	Photometric plan showing maximum illumination generated by private lighting, with light intensity measured in foot-candles and extended until 0.0 foot-candles is maintained.
163	Location and type of all site lighting
164	Site lighting details, including pole height, fixture type, pole and fixture color, and light color
A1.0 – Architectural Elevations	
165	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.

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	<ul style="list-style-type: none"> For detached residential, two-family, and townhomes, typical elevations may be submitted in lieu of signed and sealed elevations but must be accompanied by the Detached Residential, Two-Family, and Townhome Affidavit. 																					
166	List of proposed exterior materials and color																					
167	<p>Chart with type and percentage of both primary and accent material(s) used on each façade elevation</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">West Elevation</th> </tr> <tr> <th></th> <th>Surface Area</th> <th>Percent of Net*</th> </tr> </thead> <tbody> <tr> <td>Gross of Wall</td> <td></td> <td></td> </tr> <tr> <td>Net* of Wall</td> <td></td> <td></td> </tr> <tr> <td>Net* EIFS</td> <td></td> <td></td> </tr> <tr> <td>Net* Brick</td> <td></td> <td></td> </tr> <tr> <td>Net* Split-face Block (integrally stained)</td> <td></td> <td></td> </tr> </tbody> </table> <p>* Excludes roof forms, windows, doors, awnings, and similar features.</p>	West Elevation				Surface Area	Percent of Net*	Gross of Wall			Net* of Wall			Net* EIFS			Net* Brick			Net* Split-face Block (integrally stained)		
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168	Glazing percentage for ground floor and upper floors																					
169	Identification of building type																					
170	Finish floor elevation for each story																					
171	Dimensioned extents of façade elements																					
172	Rooftop mechanical units and screening shown and labeled																					
173	Elevations of non-building elements, including mail kiosk areas and dumpster screening																					
174	<p>The following note(s) provided on each elevation sheet:</p> <ul style="list-style-type: none"> For nonresidential projects: <i>“These elevations have been designed to meet the requirements of the City of Franklin’s architectural design standards and the approval of the Planning Commission/City of Franklin. Changes shall not be made to the approved elevations unless approved by either the BNS Director or the Planning Commission.”</i> For residential projects: <i>“These elevations are conceptual in nature. Individual building elevations may vary but will be reviewed and approved by the BNS Department according to City requirements at the time of permitting.”</i> 																					