

# Major Site Plan Requirements

Developments shall be built in accordance to the plans submitted and approved in accordance with this checklist and in conformance with the City of Morristown Municipal Code, Zoning Ordinance and/or Subdivision Regulations. Deviations in the on-site development of an approved site plan or subdivision plat must receive prior approval from the staff or other authority as required.

Developments that are classified by land use type as being a) high-density residential consisting of three or more dwellings units, b) commercial, c) industrial or d) places of assembly shall be required to submit detailed, scaled drawings prepared by and certified by an engineer, architect and/or surveyor duly registered by the State of Tennessee to practice respectively as such. Site plans will typically consist of a layout plan, grading and drainage plan, erosion and sediment control plan, utility plan, profile plans for sanitary sewer and storm drainage and a landscaping plan when these various plans are applicable. When complete and ready to be considered for approval, three (3) copies of the site plans shall be submitted to the Development Services Office. In addition, a digital PDF copy of plans shall be required. Final approved site plans shall be submitted in an acceptable electronic format with a .SHP or .DWG file extension. Site plans shall be prepared on 23" x 36" or 30" x 43" paper at a scale of 1"=50' or greater, and show the following minimum information or other information as required:

| Approved | Required | Not Applicable | <b>1. <u>Location &amp; General Information:</u></b>  |
|----------|----------|----------------|---|
|          |          |                | a. general location map indicating the site in relation to public streets, railroads, waterways, etc.                     |
|          |          |                | b. north arrow, bar scale, project title and legend   |
|          |          |                | c. name, address, email address, signature and registration number of professionals preparing the plan                    |
|          |          |                | d. property location  |
|          |          |                | 1. street address (confirmed with E-911)  |
|          |          |                | 2. tax map, group and parcel  |
|          |          |                | e. property owners name, address, and email address   |
|          |          |                | f. names and addresses of adjoining property owners   |
|          |          |                | g. existing and proposed buildings on site  |
|          |          |                | 1. principal structures   |
|          |          |                | 2. accessory structures   |
|          |          |                | 3. signs  |
|          |          |                | h. total square footage of all buildings  |
|          |          |                | i. total number of parking spaces, existing and/or proposed (including handicap parking, loading spaces and truck access) |
|          |          |                | j. building entrances   |
|          |          |                | k. service areas (i.e. trash receptacles, recycling, community mail, storage areas, etc.)                                 |
|          |          |                | l. contractor name, address and telephone number (if known)   |
|          |          |                | m. a 3" x 5" black space for the approving authorities  |
|          |          |                | n. legal description of the property shown on a boundary survey depicting at least:                                       |
|          |          |                | 1. perimeter measurements: bearings and distances   |
|          |          |                | 2. total area (square feet and acres to the nearest 100 <sup>th</sup> )   |
|          |          |                | 3. footprint of all existing and proposed buildings on the premises   |
|          |          |                | 4. easements  |

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|----------|----------|-------------------|---|
|          |          |                   | <b>2. <u>Details of Access, Circulation and Parking:</u></b>  |
|          |          |                   | a. <u>Access</u>  |
|          |          |                   | 1. the location, geometrics and traffic control of all intersections within ½ mile on all state, federal arterial highways and within ¼ mile on all regional collector streets may be required by the Planning Commission |
|          |          |                   | 2. the location and geometrics of all access drives abutting on roadways  |
|          |          |                   | 3. right-of-way widths of abutting public roadways  |
|          |          |                   | 4. location and dimension of all private access roads and/or reserve strips that provide access to and from adjoining properties  |
|          |          |                   | 5. any features that may influence sight distances at the proposed access drives  |
|          |          |                   | 6. access location and design including:  |
|          |          |                   | a. angle  |
|          |          |                   | b. curb return  |
|          |          |                   | c. throat width   |
|          |          |                   | d. throat length  |
|          |          |                   | e. channelization   |
|          |          |                   | f. turn bays  |
|          |          |                   | g. profile  |
|          |          |                   | 7. width and horizontal curvature of all on-site circulation roadways   |
|          |          |                   | 8. sign location(s)   |
|          |          |                   | 9. sight distance easements when required   |
|          |          |                   |   |
|          |          |                   | b. <u>Parking</u>   |
|          |          |                   | 1. parking lot layout including:  |
|          |          |                   | a. stall size   |
|          |          |                   | b. aisle width  |
|          |          |                   | c. number of stalls in each row of parking  |
|          |          |                   | d. required internal landscaped areas within parking lots   |
|          |          |                   | 2. end island location and shape indicating if painted or landscaped  |
|          |          |                   | 3. location and number of handicapped spaces  |
|          |          |                   | 4. location and number of any motorcycle and bicycle spaces when existing or proposed   |
|          |          |                   |   |
|          |          |                   | c. <u>Circulation</u>   |
|          |          |                   | 1. pedestrian walkways providing connection to abutting developments when existing or proposed  |
|          |          |                   | 2. location and orientation of refuse compactors and dumpsters  |
|          |          |                   | 3. existing and proposed right-of-way lines   |
|          |          |                   | 4. existing and proposed easements  |
|          |          |                   | 5. fire lanes   |
|          |          |                   | 6. landscaped buffer areas along site perimeter, street frontage or other as required   |
|          |          |                   | 7. all sidewalks including those abutting buildings and public streets  |
|          |          |                   |   |

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|----------|----------|-------------------|--|
|          |          |                   | d. <u>Traffic Study</u>  |
|          |          |                   | A traffic study, to be performed by a licensed engineer with expertise in traffic engineering, may be required if impact of site development creates a potential public safety concern.  |
|          |          |                   |  |
|          |          |                   | <b>3. <u>Utilities:</u></b>  |
|          |          |                   | Prior to preparing utility plans and prior to submitting site plans to the City Engineer, the design professional shall meet with the Morristown Utility System, or other service provider when applicable to the site, for instructions concerning the location of existing and proposed utility lines/easements and service connections on the proposed development site. Utility plans shall be prepared by a licensed engineer and depict the following: |
|          |          |                   | a. all utilities by type and size  |
|          |          |                   | b. existing utilities indicating if to be retained or removed and all proposed utilities including the following:  |
|          |          |                   | 1. water lines   |
|          |          |                   | 2. sanitary sewer (on plan and profile sheet)  |
|          |          |                   | 3. storm sewer (on plan and profile sheet)   |
|          |          |                   | 4. gas   |
|          |          |                   | 5. electric (indicating if overhead or underground)  |
|          |          |                   | 6. fire hydrants and stand pipes   |
|          |          |                   | 7. location of all light poles and illumination  |
|          |          |                   |  |
|          |          |                   | <b>4. <u>Landscaping Details:</u></b>  |
|          |          |                   | Landscaping plans for developments of greater than 5,000 feet of gross floor area shall be prepared by a licensed landscape architect. All landscaping plans shall depict the following when applicable:   |
|          |          |                   | a. type, size and position of all landscaping materials on:  |
|          |          |                   | 1. street frontages  |
|          |          |                   | 2. parking areas   |
|          |          |                   | 3. service areas   |
|          |          |                   | 4. buffer yards  |
|          |          |                   | b. location and size of irrigation pipes and sprinkler heads   |
|          |          |                   | c. location and dimensions of the following when existing or proposed:   |
|          |          |                   | 1. fences  |
|          |          |                   | 2. berms   |
|          |          |                   | 3. other screening   |
|          |          |                   | d. the diameter at Breast Height (DBH) of all existing trees that are proposed to remain on the site and which are proposed to qualify for tree credits in lieu of new plantings under the provisions of the Morristown Zoning Ordinance.  |
|          |          |                   |  |
|          |          |                   | <b>5. <u>Finished Grades and Contours:</u></b>   |
|          |          |                   | All drainage and erosion control plans shall be prepared by a licensed engineer when required and depict the following:  |
|          |          |                   | a. proposed surface contours at intervals no greater than two (2) feet   |
|          |          |                   | b. location and type of storm drainage outlets   |
|          |          |                   | c. location and size of storm and sewer lines  |

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|----------|----------|-------------------|---|
|          |          |                   | d. drainage calculations  |
|          |          |                   | e. details of stormwater detention basins together with the location of outlet structures required on all sites regardless of size        |
|          |          |                   | f. existing surface contours at intervals no greater than two (2) feet  |
|          |          |                   | g. other topographical features essential for grading and drainage design   |
|          |          |                   |   |
|          |          |                   | <b>6. <u>Erosion and Sediment Control:</u></b>  |
|          |          |                   | An erosion and sediment control plan shall be prepared in accordance with the City of Morristown's "Land Disturbance" Ordinance No. 2973. |
|          |          |                   |   |
|          |          |                   | <b>7. <u>Land Use/Zoning:</u></b>   |
|          |          |                   | a. <u>land use</u>  |
|          |          |                   | 1. existing on site   |
|          |          |                   | 2. proposed on site   |
|          |          |                   | 3. existing on adjoining properties   |
|          |          |                   | b. <u>zoning classification</u>   |
|          |          |                   | 1. existing on site   |
|          |          |                   | 2. zoning classification of adjoining properties  |
|          |          |                   | 3. setback lines  |
|          |          |                   | a) front yard   |
|          |          |                   | b) rear yard  |
|          |          |                   | c) side yard  |
|          |          |                   | 4. building height  |
|          |          |                   | 5. special restrictions when applicable (ie: airport zoning, scenic highway, overlay districts, etc.)                                     |
|          |          |                   | c. <u>building footprints</u>   |
|          |          |                   | 1. existing on site   |
|          |          |                   | 2. proposed on site   |
|          |          |                   | d. <u>landscaping</u>   |
|          |          |                   | 1. existing on site   |
|          |          |                   | 2. proposed on site   |
|          |          |                   | 3. open space when existing or proposed   |
|          |          |                   | e. <u>signs</u>   |
|          |          |                   | all existing and/or proposed freestanding, monument, wall-mounted or directional signs on the site  |
|          |          |                   |   |
|          |          |                   | <b>8. <u>Public Safety (when existing or proposed):</u></b>   |
|          |          |                   | a. flood hazard area certification  |
|          |          |                   | b. location of structures and buildings in flood hazard areas   |
|          |          |                   | c. fire lanes   |
|          |          |                   | d. guardrails   |
|          |          |                   | e. signs  |
|          |          |                   | f. access control or emergency access features  |
|          |          |                   | g. other features unique to the site  |
|          |          |                   |   |
|          |          |                   |   |

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|----------|----------|-------------------|--|
|          |          |                   | <b>9. <u>Other (when existing or proposed):</u></b>  |
|          |          |                   | a. amenities and recreational structures and areas   |
|          |          |                   | b. imposed restrictions on the property by the landowner   |
|          |          |                   | c. mail box drop boxes or service kiosks   |
|          |          |                   | d. fencing, berms or other screening   |
|          |          |                   | e. additional requirements for public health or public safety  |
|          |          |                   | f. any features required by the State of Tennessee, the Morristown Board of Mayor and City Council, the Morristown Planning Commission and/or the Morristown Board of Zoning Appeals   |
|          |          |                   |  |
|          |          |                   | <b>10. <u>Comments:</u></b>  |
|          |          |                   | If any aspect of the development site may engage in the sale of alcohol, the developer should indicate this possible eventuality to city staff in order to ensure city code regulations are met regarding the sale of alcohol. |
|          |          |                   |  |
|          |          |                   | <b>Utility Providers:</b>  |
|          |          |                   | Electric Service:  |
|          |          |                   | Water:   |
|          |          |                   | Sanitary Sewer:  |
|          |          |                   | Cable:   |