

# Use on Review 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.

All applications, fees and requests for reclassification of districts boundaries shown on the Official Zoning Map of Morristown must be accompanied by a site plan for rezoning that is a scaled drawing of at least 1" = 20'-0" (larger sites may be 1"=50'-0") with the following minimum information:

Approved	Required	Not Applicable	
			<b>1. <u>Location and General Information:</u></b>
			a. property boundary with dimensions
			b. tax map and parcel number as recorded in the Hamblen County Tax Assessors Office
			c. property address
			d. property owner's name, address, and email address
			e. adjoining property owner's names and addresses
			f. existing and proposed buildings on site
			g. total acreage of site (approximately)
			<b>2. <u>Access and Circulation:</u></b>
			a. existing and proposed parking spaces
			b. driveways
			c. loading areas
			d. streets and sidewalks
			e. existing and proposed frontage roads and/or access easements
			f. existing and proposed easements/right-of-ways
			<b>3. <u>Land Use/Zoning:</u></b>
			a. current zoning classification
			1. existing on-site
			2. existing on adjoining properties
			b. proposed zoning classification
			c. building setback lines
			d. buildings, accessory structures and signs
			1. existing
			2. proposed
			e. landscaping
			1. existing
			2. proposed
			f. land use
			1. existing on site
			2. existing on adjoining properties
			g. proposed land use

Approved	Required	Not Applicable	
			<b>4. <u>Public Safety:</u></b>
			a. fire hydrants (on site)
			b. traffic signalization, guardrails or signs (on site)
			c. proposed buffering of adjoining land uses
			d. proposed ingress and egress
			<b>5. <u>Other:</u></b>
			a. unique features of the site such as:
			1. slope
			2. retaining walls
			3. fencing
			4. water courses
			5. drainage ways
			6. etc.
			b. private covenants or restrictions on the property imposed by the owner that affects future development
			a. additional information as required by the Planning Commission
			<b>6. <u>Petition:</u></b>
			Applicants may present with the application, and site plan for rezoning a petition signed by the adjoining property owners of the subject property being considered for reclassification on the Official Zoning Map. Such petition should include the name, signature, date of signature and address of the adjoining property owners indicating their support or opposition to the rezoning request. In the event that all property owners' signatures cannot be acquired, the applicant may present a demonstration of effort to contact the adjoining property owners in the form a copy of the petition sent by certified mail through the United States Post Office. The petition may be used by the Planning Commission in rendering a decision of recommendation concerning the rezoning request.
			<b>7. <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:

Note: Additional information may be required by other departments before building and occupancy permits are issued. It is the responsibility of the Owner/Developer to verify and provide the required information to the Planning, Engineering, Inspections or other pertinent departments prior to construction and/or occupation.