

**PLANNING AND ZONING BOARD
CITY OF GOODLETTSVILLE
105 SOUTH MAIN STREET
GOODLETTSVILLE, TENNESSEE 37072**

**NON-RESIDENTIAL AND MULTI-FAMILY
SITE PLAN AND FINAL MASTER PLAN
CHECKLIST**

Applicant Information

Project Name _____
Location of Site _____
Map & Parcel No.(s) _____ Zoning _____
Date Submitted _____ Date of Hearing _____
Owner _____ Phone _____ Fax _____
Address _____
Applicant _____ Phone _____ Fax _____
Address _____
E-Mail Address _____
Review Fee Paid _____

Instructions

The applicant should obtain a copy of current zoning ordinance, subdivision regulations and design guidelines. Checklist items that are not applicable should be marked N/A. Leave blank and attach an explanation stating reason for exclusion for all items not included but applicable. Applications submitted and found to be complete in the initial review will be placed on the next Planning Commission agenda. Applications found to be deficient will not be placed on the next Planning Commission agenda and applicant will be notified with deficiencies. Additional information that may be peculiar to the site or have an impact on any construction should be disclosed upon submission of the site plan.

Initial application on or before submission deadline shall include: **2 full-size sets**, 1 digital pdf set including color exterior building materials and elevations, support calculations, and checklist and review fee. Comments will be forwarded after initial review and resubmittal shall include revised checklist and **1 full-size, 1 complete digital pdf set, exterior building material sample board and 12 half-size folded sets**. Applicant must be present at Planning Commission.

All questions should be directed to Addam McCormick, Goodlettsville Planning Director at 615.851.2200.

Information to be placed on all submitted plans

- _____ Project name.
- _____ Plans to be submitted on 24" x 36" or 30" x 42" sheets.
- _____ Drawn to scale of either 1 in. = 20 ft., 1 in. = 30 ft., 1 in. = 40 ft., or 1 in. = 50 ft., with graphic bar.
- _____ North arrow.
- _____ Show exact shape, dimensions, bearings, reference survey information and all existing physical features on the lot.
- _____ Shape, size and location of any existing buildings or structures.
- _____ Location of all easements and/or rights-of-way and dimensions.
- _____ Adjacent public streets with names, center lines, traffic lanes, medians and median cuts.
- _____ Legend of symbols and line types.
- _____ Project name.
- _____ Revisions with date and brief description.

_____ Tennessee One Call Note.

General Site Plan

_____ Vicinity Map drawn to scale of one (1) inch equals one thousand (1,000) feet.
_____ Site data including subdivision, lot number, address, county, civil district, zoning, acreage of site, square footage of site and owner and applicant information.
_____ Maximum floor area ratio (FAR) allowed and FAR provided.
_____ Building square footage allowed and provided.
_____ Maximum percentage of lot coverage by building(s) allowed and provided.
_____ Maximum impervious surface area allowed and provided.
_____ Building heights allowed and provided.
_____ Minimum parking required and parking provided.
_____ Adjoining property owners and zoning with deed book and page number(s).
_____ Location, exact shape and size of all proposed building(s) or structure(s) to be erected or altered with dimensions from property lines.
_____ Location, dimensions and design of all driveways, entrances, sidewalks, parking, loading areas and other improvements.
_____ Pavement, curbing, sidewalks, and other improvement details.
_____ Handicap spaces, signage and ramp details.
_____ Fencing and walls with improvements details including materials and colors.
_____ Signage including improvement details including materials and colors.
_____ Stamped and signed by P.E. licensed in the State of Tennessee.

Stormwater Management Plan (SWPPP)

_____ Topographic contours at minimum two (2) foot intervals based on sea level for existing (dashed lines) and proposed (solid lines).
_____ Erosion prevention and sediment control measures and details.
_____ Stormwater quantity designs (detention) with separate engineering report for compliance with City of Goodlettsville Stormwater Management Ordinance.
_____ Stormwater quality designs (SWPPP) in compliance with the City of Goodlettsville Stormwater Management Ordinance.
_____ Goodlettsville Stormwater Management notes.
_____ Storm sewers (existing and proposed).
_____ Flood plain (FEMA flood insurance community and panel numbers), floodway, flood fringe, 100-year flood elevations and buffers .
_____ "Waters of the State" features including streams, wetlands, marshes, sink holes and other.
_____ Drainage flow arrows (downstream) to show flow patterns.
_____ Stamped and signed by P.E. licensed in the State of Tennessee.

Grading and Drainage Plan

_____ Benchmark locations and elevations.
_____ Topographic contours at minimum two (2) foot intervals based on sea level for existing (dashed lines) and proposed (solid lines).
_____ Slope of all driveways, paved areas and sidewalks.
_____ Drainage improvements (existing and proposed) for bridges, culverts, ditches or swales, pipes, headwalls and other with shown improvements and details.
_____ High points, low points and abundant spot elevations.
_____ Stormwater hydrology report for all site drainage matters including hydrology and improvement evaluation.
_____ Tree protection fencing location and detail.
_____ Area of land disturbed.
_____ Grading specification notes.
_____ Blasting specification notes (if required).
_____ Flood plain (FEMA, flood insurance community and panel numbers), floodway, flood fringe, 100-year flood elevations and buffers .

_____ "Waters of the State" features including streams, wetlands, marshes, sink holes and other.
_____ Drainage improvement charts including structure schedule with structure number, type, casting, invert elevations, top of casting elevation, catchment flow, and pipe schedule with line number, size, type, length, slope, and flow.
_____ Stamped and signed by P.E. licensed in the State of Tennessee.

Utilities Plan

_____ Sanitary sewer (public and private noted) for existing and proposed lines with location, size, type, and direction of flow.
_____ Water (public and private noted) for existing and proposed with location, and size.
_____ Sanitary sewer connections, cleanouts and details.
_____ Utility lines (overhead and underground) including gas, electric, telephone and cable.
_____ Fire hydrants (existing and proposed).
_____ Water meter service details including water meter connections and backflow preventers with details.
_____ Stormwater drainage systems (screened).
_____ Utility jurisdictional notes and details.
_____ Stamped and signed by P.E. licensed in the State of Tennessee.

Landscape Plan

_____ Drainage and utility lines and easements (existing and proposed).
_____ Existing trees 8 inch caliper or larger (designated to be removed or saved).
_____ Landscape screening and buffering as required.
_____ Planting design for plant materials including canopy, evergreen, understory trees, shrubs and ground cover.
_____ Tree protection fencing locations (at dripline of existing trees to remain) and details.
_____ Plant material schedule including size (caliper or capacity), species scientific and common names, height, spread and space of plantings and number of plantings.
_____ Landscape berms with location and size.
_____ Plant table inventory of required and provided materials.
_____ Tree replacement schedule including inventory of all trees removed and replacement requirements.
_____ Stamped and signed by Landscape Architect licensed in the State of Tennessee.

Site Lighting Plan

_____ Site lighting including pole mounted, building mounted and accent lighting.
_____ Lighting improvement details including pole base design, poles and fixtures, with color and height.
_____ Photometric plan with grid maintaining horizontal luminance at grade in footcandles.

Building Architecture Plan

_____ Building elevations for all sides of building(s).
_____ Building materials, type, color and other details.
_____ Color rendering of all building elevations.
_____ Palette of building material samples.
_____ Stamped and signed by Architect licensed in the State of Tennessee.