



CITY OF GERMANTOWN TENNESSEE

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DATE RECEIVED: _____
RECEIVED BY: _____

PLANNING COMMISSION CHECKLIST FOR *REZONING REQUEST / PRELIMINARY PLAT / FINAL PLAT / SITE PLAN REVIEW (Excluding the T-Districts)*

**SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM
AND ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW**

Applications and all supporting plans and documents are to be submitted by 12pm noon of the filing deadline day. Applications will not be accepted unless all materials required are included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details, and refer to the Economic and Community Development Department’s calendar of meetings for filing deadlines and meeting dates.

Please check (x) all applicable items. (See application for exact number of copies to be submitted)

1. LETTER OF INTENT outlining scope of work.
2. COPY OF DEED.
3. VICINITY MAP AND PUBLIC NOTIFICATION MAILING LABELS **(Required for all application requests)**
 - a. () A map identifying the subject property and showing all properties within 300 feet, and names of their owners, plus the names of surrounding subdivisions **(Rezoning request requires 500 feet)**
 - b. () A list, on plain paper, of the names and mailing addresses of all owners of property, as well as Neighborhood Association Presidents, and residents (in not the same as property owner) within 300 feet of the subdivisions **(Rezoning request requires 500 feet)**
 - c. () A list, on gummed mailing labels, of the names and addresses of all owners of property, as well as Neighborhood Association Presidents, and residents (if not the same as property owner) within 300 feet, as described in item "b" above subdivisions **(Rezoning request requires 500 feet)**

ADDITIONAL REQUIREMENTS FOR REZONING REQUESTS

- d. () Vicinity Map, as required above, showing the relationship of the proposed zoning to surrounding existing zoning
- e. () Letter justifying the rezoning
4. CONCEPT PLAN **(Required for rezoning request only)**
 - a. () A plan indicating how the property may be developed for the intended use, while meeting the requirements of the requested zoning district with regard to building setback lines, building height, buffer, landscape and parking requirements.
 - b. () Relation to the existing street system.
 - c. () Zoning of adjacent tracts.
 - d. () Location of buildings on adjacent tracts.
 - e. () Names of the owners of all adjoining lots or tracts.
5. GENERAL INFORMATION **(Information must be shown on plan)**
 - a. () Proposed Title of Project/Subdivision
 - b. () Owner’s name(s)

- c. Lessee's name(s)
 - d. Developer's name(s)
 - e. Property Ownership Deed (**All deeds must be attached to the application**)
 - f. Designer's name
 - g. Date prepared
 - h. North arrow
 - i. Area in acres
 - j. Any restrictive covenants
6. **LAND USE (Information must be shown on plan)**
- a. Zoning
 - b. Adjoining zoning
 - c. Proposed use of property
 - d. Proposed accessory uses
7. **EXISTING CONDITIONS**
- a. All existing property lines
 - b. Existing buildings, accessory structures, fencing, etc.
 - c. All existing easements.
 - d. All existing utilities
 - e. Location, name and width of existing streets and alleys
 - f. Name(s) of Adjoining Subdivisions
 - g. Name(s) of Owner's of Adjoining Parcels Larger Than 2 Acres
8. **LAYOUT PLAN(Information must be shown on plan)**
- a. Proposed location and numbers of lots, and streets/private drives
 - b. Area of each lot, in square feet or acres
 - c. Proposed locations of buildings, accessory buildings, parking spaces (**Not applicable to single-family subdivisions**)
 - d. Width and names of proposed streets and private drives
 - e. Location of Common Open Space
 - f. Metes and bounds descriptions of subdivision boundaries, lots, streets and private drives
 - g. Pertinent geometry of all curvilinear streets and rounded corners
 - h. Location of any other areas to be dedicated to the public
 - i. Proposed demolition of buildings, wells and similar structures (if any)
9. **GRADING AND DRAINAGE**
- a. **Grading And Drainage Plan (Information must be shown on plan)**
 - 1. Size of drainage basin and all subareas
 - 2. Major drainage paths (defined ditches and pipes)
 - 3. Location and elevation of outfall point
 - 4. Final grading information; contours at a vertical interval of two feet or less (elevation shall refer to official City and County datum)
 - 5. Existing streets and intersections
 - 6. All structures in the existing storm system (i.e., storm sewer pipes, inlets, headwalls, drain manholes)
 - 7. Floodway or floodplain boundaries – if applicable
 - 8. Proposed drainage and construction easements
 - 9. Evaluation of downstream conditions
 - b. Steps to mitigate impacts upon floodplain, if applicable
 - 1. Conditional Letter of Map Revision (CLOMR)
 - 2. Aquatic Resource Alteration Permit (ARAP)
 - 3. Nationwide or 404 Permit
 - 4. NPDES permit

- c. () Grading to save trees where possible
- d. () Stormwater detention, including drainage calculations
- e. () Design for minimum steepness of slopes
- f. () Erosion control
- g. () Illustration of the impact of the project's grading on adjacent property

10. **TREE PLAN (Information must be shown on plan)**

- a. () A layout plan of the project's lots/buildings that indicates the location of all trees ten (10) inches dbh (diameter at breast height), or greater, provides an identifying number for each tree, and distinguishes between those trees to be retained and those to be removed
- b. () An index table of the trees identified in 4 a. above, providing their identifying number, species, dbh and removal/saved designation

11. **UTILITY PLAN – indication of the location, size and adequacy of on-site and off-site utilities on the plan**

- a. () Water supply for on-site use and fire control, including fire hydrants
- b. () Sanitary sewer
- c. () Storm drainage
- d. () Utility easements

12. **HEIGHT, AREA AND DENSITY (Not applicable to single-family subdivisions) (Information must be shown on plan)**

- a. () Building height
- b. Area of property (acres)
 - 1. () Gross area
 - 2. () Net area (developed area excluding streets and R.O.W.)
 - 3. () Area devoted to pervious surface
- c. () Building footprint area
- d. () Lot coverage
- e. () Lot width at front building line
- f. () Building floor area
- g. () Area of lots (square feet or acres)
- h. () Screening from adjoining property

For single-family subdivisions only

- a. () Number of lots
- b. () Number of dwelling units
- c. () Density (dwelling units/acre)

13. **VEHICULAR CIRCULATION ON-SITE (Not applicable to single-family subdivisions) (Information must be shown on plan)**

- a. () Entrances, exits, curb cuts
- b. () Circulation within site
 - 1. () By private vehicles
 - 2. () By public safety vehicles
 - 3. () By service vehicles

14. **TRAFFIC ANALYSIS (Required for all application requests)**

- a. () Adequacy of access streets to serve proposed use
- b. () Effect of project on surrounding streets and intersections
- c. () Improvements that would be needed to public streets - traffic controls

15. **PARKING AND LOADING AREAS (Not applicable to single-family subdivisions) (Information must be shown on site plan)**

- a. () Design

- b. Number of spaces
 - c. Traffic circulation
 - d. Parking layout
 - e. Landscaping in Parking Area
16. PHASING PLAN AND DEVELOPMENT SCHEDULE
- A phasing plan (overlaid on a site plan)
 - A development schedule indicating the stages in which the project will be built and when construction of the project can be expected to begin.
17. GENERAL DESIGN (**Not applicable to single-family subdivisions**)
(Information must be shown on site plan)
- a. Site Layout (Typically impervious surfaces such as roofs and pavement should not cover more than 65% of the site area)
18. SIGNAGE – (**SEE SEPARATE DRC SIGN APPLICATION**)
19. FISCAL IMPACT (**Please submit on CD or thumb drive in WORD format**)
- a. An assessment of the fiscal impact of the subdivision or project upon the City. Include annual property taxes at build-out, annual sales and occupancy taxes at full occupancy and similar revenues.
 - b. Information on capital investment (amount), job growth/creation (full and part-time jobs) should also be provided, as well as information on non taxable development
20. VARIANCE(S) REQUESTED
- Variances must be considered by Board of Zoning Appeal prior to Planning Commission submittal
21. DIGITAL PLANS
- All documents, including plans, shall be **submitted on CD or thumb drive in PDF and JPEG format**, suitable for inclusion in a digital presentation (such as PowerPoint).
22. FINAL PLAT
- a. Properly executed certificate signed by the property owner
 - b. Properly executed certificate of survey signed by the designer of the plat
 - c. Form for approval by the Planning Commission
23. FEE

Signature of Design Professional

Engineer

Surveyor

Landscape Architect

* Specific sign requirements are provided in Chapter 14 (Signs) of the Germantown Code of Ordinances. Sign submissions shall include locations and details on all exterior permanent signs; including, but not limited to sign type, size, location, height, content materials, color, lighting and landscaping. All signs are subject to approval by the Design Review Commission.

****NO EMAIL APPLICATIONS WILL BE ACCEPTED****