



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: _____
RECEIVED BY: _____

CHECKLIST FOR SKETCH PLAN REVIEW

SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM AND ALL MATERIALS REQUIRED FOR SKETCH PLAN REVIEW

Three (3) full-sized sets and ten (10) reduced-size (11"x17") sets of the Sketch Plan with related materials shall be submitted to the Department of Economic and Community Development for review a minimum of 30 days prior to filing an application for preliminary subdivision or preliminary/final site plan or PUD approval. Applications will not be accepted if all material required is not included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details.

1. LETTER OF INTENT, outlining proposed project
2. COPY OF DEED
3. LOCATION MAP AND INFORMATION
 - a. A map showing the subject property, the names of surrounding landowners and the name(s) of surrounding subdivision(s) or planned unit development(s)
2. GENERAL INFORMATION (**Required on Sketch Plan**)
 - a. Proposed Title of Development
 - b. Owner's name(s)
 - c. Lessee's name(s)
 - d. Developer's name(s)
 - e. Property Ownership Deeds
 - f. Designer's name
 - g. Date prepared; North arrow; Area in acres
3. LAND USE (**Required on Sketch Plan**)
 - a. Zoning of site
 - b. Adjoining zoning
 - c. Proposed use of property
 - d. Proposed accessory uses
4. EXISTING CONDITIONS PLAN
 - a. All existing property lines
 - b. Existing buildings, accessory structures, fencing, etc.
 - c. All existing easements
 - d. Location, name and width of existing streets and alleys
 - e. Name(s) of Adjoining Subdivisions
 - f. Names of Owner's of Adjoining Parcels Larger than 2 Acres
5. SITE PLAN (**Required on Sketch Plan**)
 - a. Proposed location of lots and streets/private drives
 - b. Width of proposed streets and private drives
 - c. Location of Common Open Space

6. GRADING AND DRAINAGE

a. Grading and Drainage Plan Required: **(Information must be shown on plan)**

1. Major drainage paths (defined ditches and pipes)
2. Storm system traced to the major outfall point
3. Preliminary grading information contours
4. All structures in the existing storm system (storm sewer pipes, inlets, headwalls, drain manholes)
5. Floodway or floodplain boundaries, if applicable

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

c. Base flood elevation for S/D - PUDs over 5 acres in area or having more than 50 lots

7. TREE PLAN

- Location of Major Groups of trees shown on the sketch plan

8. HEIGHT, AREA AND DENSITY **(Not applicable to single-family subdivisions / PUDs)**
(Information must be shown on Sketch Plan)

- a. Building height
- b. Area of property (acres)
 1. Gross area
 2. Net area (developed area excluding streets and R.O.W.)
- c. Building footprint area
- d. Lot coverage
- e. Lot width at front building line
- f. Building floor area

For Single-Family Subdivisions/PUDs only

- g. Subdivision - Area of each lot (square feet or acres)
- h. Subdivision - Number of lots
- i. Number of dwelling units

9. VEHICULAR CIRCULATION ON-SITE **(Not applicable to single-family subdivisions / PUDs)**
(Information must be shown on Sketch or Traffic Circulation Plan)

- a. Entrances, exits, curb cuts
- b. Existing streets and intersections
- c. Typical cross sections for existing streets
- d. Circulation within site
 1. By private vehicles
 2. By public safety vehicles
 3. By service vehicles

10. UTILITY PLAN – indication on the location, size, adequacy

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

11. PARKING AND LOADING AREAS (**Not applicable to single-family subdivisions / PUDs**)

(Information must be shown on Sketch Plan)

- a. Design
- b. Number of spaces
- c. Traffic circulation
- d. Parking layout
- e. Landscaping in Parking Area

12. FISCAL IMPACT STATEMENT. 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. 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.

13. VARIANCE / WARRANT(S) REQUESTED

Warrants apply to Smart Growth Developments only. Variances apply in all other developments.

14. **Additional information required on sketch plan for developments in Smart Growth Area only**

(Not applicable to single-family subdivisions / PUDs)

- j. Building siting
- k. Building configuration
- l. Building function
- m. Building elevation
- n. Sight lines

15. 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).

16. FEE. Check should be made payable to the City of Germantown.

17. Planning Commission Application with ALL appropriate signatures.

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.****