

## FINAL MASTER DEVELOPMENT PLAN (FMDP) CHECKLIST

Project Name:	Map #:	Group:	Parcel #:
Contact Person:	FMDP File Number:		

The Final Master Development Plan (FMDP) checklist is designed to assist applicants with identifying the information that must be included on all FMDP applications. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided.

- Date of pre-application meeting with Staff –  
Date: \_\_\_\_\_ Staff Member: \_\_\_\_\_
- FMDP meets all conditions of previous approvals
- Title of plan, legend, & scale
- Agent letter, if application not signed by the property owner
- Site Data Table listing: property owner's name and address, developer's name and address, property zoning, size, Tax Map and Parcel #, site address, yards, setbacks, and other bulk regulation information including proposed ground coverage, floor area, and building heights.
- Property boundary lines and dimensions, topography (5' contour intervals), location map w/City limits line.
- Arrangement and size of buildings and the specific use of the property.
- Information pertaining required bulk regulations including the size of the site, lot area, floor area ratio, lot width, building height(s), building setback lines, required front, side, and rear yards labeled.
- Areas intended for parking, unloading, drives, walkways, recreation, or other uses designed in accordance with Articles 11.00 and 13.00; parking calculations
- Detailed landscape plans including the location of major existing growth that is to be retained. The landscape plan shall include specific information pertaining to bufferyards, open space, and required landscaped areas as required by the preliminary master development plan and various sections of this ordinance. Details of proposed bufferyards.
- Detailed locations and types of utilities and easements (P.U.D.E.s) including storm drainage as well as specific details of all surfaced areas.
- Location of detention/retention areas and Drainage Calculations.
- Time schedule for completion of the project.
- A statement regarding the proposed method of operating and maintaining the project and Statement of Financial Responsibility.
- Traffic study including estimates of traffic volumes and movements to and from the completed project from the boundary streets, and recommended improvements as required by the City Engineer in accordance with Section 13.06.
- Details of the proposed traffic control and access management plan as required by Section 13.06. Plans shall also include details for street improvements, and grading and earth moving plans showing existing and proposed topography at 2-foot contour intervals.
- Detailed architectural plans and elevations sufficient to indicate building, height, bulk, materials, and architectural design as required by Article 13.00, or if required by the City Planner; sample material and color board and list of all building materials; color elevations.
- Detailed signage plans and elevations sufficient to indicate the design of proposed signage, height, materials and overall amount of signage; location of all proposed signs.
- A statement of adequate surety, in the form of a performance bond as specified in Section 15.03.080, to ensure construction of the planned development within the proposed phasing/time schedule.
- The Final Master Development Plan shall be sufficiently detailed to indicate fully the ultimate operation and appearance of the development. The FMDP shall follow all applicable procedures and requirements governing the subdivision of land, and no building permit shall be issued for the project until a final plat, if necessary, of the proposed development, or portion thereof, is approved, filed, and recorded.
- Plat Book & Page number, Block & Lots of subject properties and adjacent properties
- Label adjacent property owners and developments including across rights-of-way.
- Label surrounding zoning including across rights-of-way.
- FEMA note and flood zone.
- Photometric plan and details of all lighting fixtures
- Dumpster location and details of proposed screening
- HVAC units and details of proposed screening.
- Performance Standards Note; GZO Sec. 13.02.
- Two (2) half size 11 x 17 folded copies of FMDP
- Electronic file (pdf; dwg) of plan. Include CADD layer or other electronic file for setbacks.

*The City of Gallatin ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact JamiAnn Hannah, ADA/504 Coordinator at 615-230-0681, or Tennessee Relay Services by dialing 7-1-1.*