

SITE PLAN/IN HOUSE SITE PLAN CHECKLIST			
Project Name:	Map #:	Group:	Parcel #:
Contact Person:	FMDP File Number:		
Pre-App Meeting Date:	Staff Member:		

The Site Plan checklist is designed to assist applicants with identifying the information that must be included on all Site Plan applications, and at a minimum, information described in Article 15, Section 15.03.020, G.Z.O. This checklist is not a complete listing of site plan requirements. Additional information may be required by other sections of the zoning code. 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.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Data Table listing: Plan Title, property owner name and address, developer's names and address, property zoning, Tax Map and Parcel number(s), site address, yards, setbacks, and other bulk regulation information including proposed ground coverage, floor area and ratio, and building heights</li> <li><input type="checkbox"/> The legal description and/or survey of the property indicating the shape and dimensions of the lot, a location map, and copy of most recent deed</li> <li><input type="checkbox"/> Agent letter accompanying the application, if application not signed by the property owner</li> <li><input type="checkbox"/> Legend and scaled drawing of not less than 1:60 (1" = 60')</li> <li><input type="checkbox"/> Shape, size, and location of all buildings, courts, open spaces or other structures to be erected, altered or moved, and of any building or other structure already on the lot</li> <li><input type="checkbox"/> The existing and intended use of the lot and of all such building or other structures upon it, including the number of dwelling units the building is intended to accommodate</li> <li><input type="checkbox"/> Plat Book &amp; Page number, Block &amp; Lots and zoning of subject properties and adjacent properties even across rights-of-way</li> <li><input type="checkbox"/> Topographic features (contours not greater than 2 foot intervals) including contours on adjacent properties a distance of 50 feet and any natural drainage systems</li> <li><input type="checkbox"/> Location of all driveways and entrances including existing driveways on surrounding lots, trails, pathways and sidewalks,</li> <li><input type="checkbox"/> Location of all off-street parking facilities (dust free) and parking calculations and stripping pattern and off-street loading berths</li> <li><input type="checkbox"/> Location of any fences and walls</li> <li><input type="checkbox"/> Proposed building elevations and materials to be used on building facades, roofs, and fences. Label existing building materials. Plans must show location of windows and courts.</li> <li><input type="checkbox"/> Location of open space and details of required landscaping, screening and bufferyards and ground cover materials</li> <li><input type="checkbox"/> Location, type, and size of proposed signs, including regulatory signs, and signage package</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed means of surface drainage, location of detention/retention areas including drainage calculations and details of the proposed drainage facilities.</li> <li><input type="checkbox"/> Location/size of all utilities and utility structures and easements (P.U.D.E.s.) and rights-of-way [Contact Gallatin Public Utilities Dept.at (615) 451-5922 for exact location of easements and utility lines]</li> <li><input type="checkbox"/> Certification of compliance with applicable Zoning Ordinance Performance Standards; GZO Sec. 13.02</li> </ul> <p>Add the following note to site plan: "All Construction and Use of the Proposed Facility to Meet the Applicable Performance Standards as Set Forth in the City of Gallatin Zoning Ordinance, Section 13.02"</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of areas subject to flooding and floodplain information and flood zone. Include the following plan note and apply appropriate information: "A review of F.E.M.A. Flood Insurance Rate Map, Community Panel No. _____ shows <b>no part or part</b> (choose one) of this property to be within the 100-year floodplain; Zone ____; Effective Date 4/17/12."</li> <li><input type="checkbox"/> Percolation tests where subsoil sewage disposal is anticipated, if applicable and approval documentation from Sumner County Environmentalist's Office if necessary</li> <li><input type="checkbox"/> Show/label the location of required yards, setbacks, and bufferyards</li> <li><input type="checkbox"/> Location, type, and size of proposed waste collection containers/facility and screening (Dumpster or City tote)</li> <li><input type="checkbox"/> Location of HVAC equipment, details, and screening</li> <li><input type="checkbox"/> Photometric plan, including details and height of proposed fixtures</li> <li><input type="checkbox"/> At least one point on the property boundary georeferenced to the Tenn. State Plan Coordinate System, FIP 4100, NAD83 datum</li> <li><input type="checkbox"/> Traffic Study, if required by Article 13, Section 13.06, G.Z.O.</li> <li><input type="checkbox"/> Statement of Financial Responsibility. Add the following note to site plan: "<b>The owner/developer of this property is responsible for all financial matters</b>".</li> <li><input type="checkbox"/> Label all adjacent property owners and developments even across rights-of-way.</li> </ul> |
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- Label zoning of surrounding properties even across rights-of-way.
- Two (2) half size folded copies of plan.
- Electronic file (pdf; dwg) of plans. 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.*