

IN HOUSE SITE PLAN CHECKLIST

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

The In House Site Plan checklist is designed to assist applicants with identifying the information that must be included on all In House Site Plan applications. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations 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"> <input type="checkbox"/> Agent letter if application not signed by the property owner <input type="checkbox"/> Site Data Table listing: property owner name and address, developer's names and address, property zoning, Tax Map and Parcel number(s), site address, yards, setbacks, and building heights <input type="checkbox"/> Actual shape, location, and dimensions of the lot <input type="checkbox"/> Shape, size, and location of all buildings or other structures to be erected, altered or moved, and of any buildings or other structure already on the lot <input type="checkbox"/> The existing and intended use of the lot and of all such buildings or other structures upon it, including the number of dwelling units the building is intended to accommodate <input type="checkbox"/> Location of all driveways and entrances <input type="checkbox"/> Location of all accessory off-street parking areas to include a plot plan showing design and layout of such parking facilities where five or more accessory off-street parking spaces are to be provided (dust free) and parking calculations; note if striped or not striped <input type="checkbox"/> Position of fences and walls <input type="checkbox"/> Note regarding proposed and/or existing building elevations and materials to be used on building façades, roof, and fences (Label existing building materials) <input type="checkbox"/> Location of open space and details of required and/or existing landscaping, screening, and bufferyard materials to be installed; details of bufferyards if applicable <input type="checkbox"/> Location, type, and size of proposed signs and signage package <input type="checkbox"/> Proposed means of surface drainage and details of the proposed drainage facilities <input type="checkbox"/> Location/size of all 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] <input type="checkbox"/> Certification of compliance with applicable Zoning Ordinance Performance Standards; G.Z.O. Sec. 13.02 <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"> <input type="checkbox"/> Statement of Financial Responsibility <p>Add the following note to site plan: "The owner/developer of this property is responsible for all financial matters".</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of areas subject to flooding and FEMA floodplain information and flood zone; label floodplain and floodway <p>Complete missing information and add the following note to site plan: "A review of F.E.M.A. Flood Insurance Rate Map, Community Panel No. _____ shows no part or part (choose one) of this property to be within the 100-year floodplain; Zone ____; Effective Date 9/20/06."</p> <ul style="list-style-type: none"> <input type="checkbox"/> Percolation tests where subsoil sewage disposal is anticipated, if applicable and approval documentation from Sumner County Environmentalist's Office if necessary <input type="checkbox"/> Show/label the location of required yards, setbacks, and bufferyards on the site plan <input type="checkbox"/> Label all adjacent property owners and developments even across rights-of-way <input type="checkbox"/> Label zoning of surrounding properties even across rights-of-way <input type="checkbox"/> Location, type, and size of proposed waste material collection facility and screening (Dumpster or City toter) <input type="checkbox"/> Location of HVAC equipment, details, and screening if applicable <input type="checkbox"/> Photometric plan, including details and height of proposed fixtures if applicable <input type="checkbox"/> Location of detention/retention areas <p>Useful Resources:</p> <ul style="list-style-type: none"> • City of Gallatin website: www.gallatinonthemove.com • Tax Assessor's website: www.assessment.state.tn.us • Sumner County GIS website: http://tn.sumner.geopowered.com • Sumner County Government website: www.sumnertn.gov • Floodplain information/FEMA website: www.fema.gov |
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