DATE RECEIVED: _____
RECEIVED BY: _____

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

DESIGN REVIEW COMMISSION CHECKLIST FOR
PROJECT REVIEW IN THE "OG" DISTRICT

SUBMIT THIS CHECKLIST WITH THE APPROPRIATE APPLICATION FORM AND ALL MATERIAL REQUIRED FOR DESIGN REVIEW COMMISSION REVIEW OF PROJECT IN THE "OG" OLD GERMANTOWN ZONING DISTRICT

Applications will not be accepted if all material required is not included with the submittal. Consult the DRC Manual for detailed criteria.

"OG" Development Plan Checklist
per §23-520 of the Germantown Code of Ordinances
(Available on municode.com)

Please check (x) all applicable items: (See application for exact number of copies needed for submission)

1. Vicinity Map
   a. ( ) Map showing the project location in relation to general area with measurements to existing streets
   b. ( ) Surrounding Property Owners: Show the names of the owners of all contiguous tracts and the zoning of those tracts on site plan; provide a list, on gummed mailing labels, of the names and addresses of all property owners within 300 feet, of the subject property (Rezoning request requires 500 feet)

2. Legal Description
   a. ( ) Boundary description including total area, bearings and dimensions of all property lines and all building lines

3. Description of Use **(Information must be shown on site plan)**
   a. ( ) Existing Buildings
   b. ( ) Proposed Buildings
   Proposed use of existing and proposed structures on the subject property; and/or, at the design review commission's discretion, categories of uses proposed for the subject property

4. General Design for Existing and Proposed Buildings; **(Information must be shown on site plan)**
   a. ( ) Site Layout Data Table: Lot size; height, floor area and arrangement of all existing and proposed buildings (In the "OG" District, impervious surfaces such as roofs and pavement should not cover more than 45% of the site area (§23-521(b)).)
   b. ( ) Building Layout and Elevations (Color Elevations Renderings required)
   Detailed building plans and graphic elevations for all elevations of all structures**,** both existing and proposed; exterior materials to be used shall be noted in terms of type, location, texture and color, with samples of each to be provided with the detailed plans; color rendering of proposed buildings
   c. ( ) Exterior Materials (Information in terms of type, location, texture and color, with samples of each to be provided with the detailed plans)
      1. Material (Natural appearing)
      2. Colors (Earth tones and natural materials should predominate; Primary colors, including white, should be avoided)

5. Street Improvements and Curb Cuts **(Information must be shown on site plan)**
   a. ( ) Curbs, gutters, sidewalks, paving, etc.
   b. ( ) Location and width of curb cuts as approved on site plan by Planning Commission

6. Parking Lots **(Information must be shown on site plan)**
   a. ( ) Traffic circulation
   b. ( ) Parking layout
   c. ( ) Landscaping in Parking Area (maximum of 10 consecutive spaces)

7. Exterior Lighting (parking lot lighting to be directed inwardly) – **(Information must be shown on plan)**
   a. ( ) Location
   b. ( ) Type (LED, Metal Halide, etc.)
   c. ( ) Height
   d. ( ) Style of fixtures
   e. ( ) Intensity (illumination level shall be limited to minimum necessary)
   f. ( ) Photometric Analysis

8. Landscaping Plan **(a landscape plan is required with the information listed below shown on it)**
   a. ( ) Street trees
   b. ( ) Grading to save trees where possible
   c. ( ) Screening as required
   d. ( ) Planting in parking areas (planting islands required between each group of 10 parking spaces)
   e. ( ) Pedestrian ways and greenstrips
   f. ( ) Table of plants and trees sizes and quantities must be noted on plans
   Specific note should be made of any existing trees or other significant landscaping that is proposed to be removed and existing trees or landscaping that will be retained on the site

9. Garbage Collection Areas & Enclosures **(Information must be shown on site plan)**
   a. ( ) Indicate type and location (design and materials of enclosures shall be the same as on the principal building)
   b. ( ) Must be properly screened (to a minimum of two (2) feet above dumpster)

10. Vents (plumbing, heating, etc. - gather together when practical and shown on plan)
    ( ) Hidden from public's view

11. Mechanical Units such as HVAC, power generators, etc **(Information must be shown on site or utility plan)**
    a. ( ) Location
    a. ( ) Screening required

12. Electric Meters and Connecting Conduit **(Information must be shown on site or utility plan)**
    a. ( ) Location
    b. ( ) Screening required

13. Drainage Analysis
    ( ) Identification of streams, floodplains and other natural features

14. Topographic Survey
    ( ) The location, arrangement and dimensions of existing and proposed streets and driveways, adjacent streets, sidewalks, parking areas (including the number of off-street parking spaces), points of ingress and egress, off-street loading areas, and vehicular, bicycle or pedestrian rights-of-way.

15. Drainage Plan
( ) Existing and proposed topography on site and up to 200 feet off site and provisions for handling surface water drainage unless specifically waived by the city engineer; proposed contours with a contour interval corresponding to that utilized for existing contours will be required, as well as any necessary spot elevations required by the city engineering department; proposed contours with an interval of less than two feet may be required by the city engineering department for all or part of the subject property as topographic conditions warrant; verify that the downstream drainage system capacity is sufficient for the proposed stormwater drainage volume

16. Utility Plan
( ) Provisions for handling utilities such as proposals for gas, water, electricity, telephone service, sewage lines, fire hydrants and similar information, with the location and dimensions of other existing and/or proposed easements; all utilities will be underground where possible

17. Phasing Plan (if applicable)
( ) Proposed stages of development and the anticipated time required to develop each stage

18. ( ) Signs **(A separate DRC sign application and fee is required)***

19. Digital Plans
( ) All documents, including plans, shall be submitted on CD in PDF and/or JPEG format, suitable for inclusion in PowerPoint slides.

20. ( ) Stamped, Sealed and Dated Plans **(Information must be shown on site plan)**

21. Completed ownership disclosure form, which makes up the last two pages of this application.
( ) A list of all parties' names and addresses who own at least a 10% share in subject property

*** Specific sign requirements are provided in Chapter 14 (Signs) of the Germantown Code of Ordinances. Please see the DRC Permanent Sign Application Request and Checklist for detailed information for submission requirements for DRC review.**