



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
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DATE RECEIVED: _____
RECEIVED BY: _____

PLANNING COMMISSION CHECKLIST FOR *OUTLINE (MASTER) PLAN REVIEW FOR PLANNED UNIT DEVELOPMENTS*

SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM AND ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW.

***Note: An Outline Plan is required if the Planned Unit Development will be completed in multiple phases.**

Applications and all supporting plans and documents are to be submitted by 12:00pm (noon) of the filing deadline day. Applications will not be accepted unless all required materials are included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details, and refer to the Economic and Community Development Department’s calendar of meetings for filing deadlines and meeting dates.

Please check (x) all applicable items. All items/documents to also be submitted on a CD or thumb drive in both jpeg and pdf format. (See application for exact number of paper copies to be submitted.)

1. LETTER OF INTENT outlining scope of work.
2. COPY OF DEED.
3. VICINITY MAP AND PUBLIC NOTIFICATION MAILING LABELS
 - a. () A map identifying the subject property and showing all properties within 300 feet, and names of their owners, plus the names of surrounding subdivisions or planned unit developments.
 - b. () A list, on plain paper, of the names and mailing addresses of all owners of property, as well as Neighborhood Association Presidents, and residents (if not the same as property owner) within 300 feet.
 - c. () A list, on gummed mailing labels, of the names and addresses of all owners of property, as well as Neighborhood Association Presidents, and residents (if not the same as property owner) within 300 feet, as described in item "b" above.
2. GENERAL INFORMATION (**Information must be shown on site plan**)
 - a. () Proposed Title of Planned Unit Development
 - b. () Owner's name(s)
 - c. () Lessee’s name(s)
 - d. () Developer name(s)
 - e. () Property Ownership Deed (**All deeds must be attached to application**)
 - f. () Designer's name
 - g. () Date prepared
 - h. () North arrow
 - i. () Area in acres
 - j. () Any restrictive covenants
3. LAND USE (**Information must be shown on site plan**)
 - a. () Zoning
 - b. () Adjoining zoning
 - c. () Proposed use of property
 - d. () Proposed accessory uses

4. **EXISTING CONDITIONS (Information must be shown on plan)**
 - a. A map on a scale of one inch equals 100 feet or larger showing available utilities, and easements, roadways, rail lines and public rights-of-way crossing and adjacent to the subject property
 - b. A graphic rendering of the existing conditions and/or aerial photographs showing the existing conditions and depicting all significant natural, topographical and physical features of the subject property; general location and extent of tree cover
 - c. Location and extent of watercourses, marshes and floodplains on or within 100 feet of the subject property
 - d. Existing drainage patterns and soil conditions

5. **LAYOUT PLAN (Information must be shown on site plan)**
 - a. A drawing defining the general location and maximum amount of area to be developed for buildings
 - b. A drawing defining the extent of landscaping, planting and other treatment
 - c. A development schedule indicating the stages in which the project will be built and when construction of the project can be expected to begin.
 - d. Design of parking and loading areas
 - e. Number of parking spaces

6. **GRADING AND DRAINAGE**
 - a. 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. Existing streets and intersections
 5. Typical cross sections for existing streets
 6. All structures in the existing storm system (i.e., storm sewer pipes, inlets, headwalls, drain manholes)
 7. 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 subdivisions/PUDs over 5 acres in area or having more than 50 lots

7. **TREE PLAN**
 - a. Preliminary layout plan of the project's lots/buildings that indicates the location of all trees ten (10) inches dbh (diameter at breast height), or greater, provides an identifying number for each tree, and distinguishes between those trees to be retained and those to be removed

8. **TRAFFIC IMPACT ANALYSIS/STATEMENT**

9. **TRAFFIC CIRCULATION (Information must be shown on plan)**
 - a. Adequacy of access streets to serve proposed use
 - b. A circulation diagram indicating the proposed principal movement of vehicles, goods and pedestrians within the development to and from existing thoroughfares
 - c. Effect of project on surrounding streets and intersections
 - d. Improvements that would be needed to public streets - traffic controls
 - e. Emergency Vehicle Circulation

10. PHASING PLAN AND DEVELOPMENT SCHEDULE
 - () A phasing plan (overlaid on a site plan)
 - () A development schedule indicating the stages in which the project will be built and when construction of the project can be expected to begin.

11. SIGNAGE - (SEE SEPARATE DRC SIGN APPLICATION)

12. FISCAL IMPACT STATEMENT
 - a. () 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.
 - b. () 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. WRITTEN STATEMENT AS REQUIRED BY SECTION 23-573.(1&2).f OF ZONING ORDINANCE
 - () A written statement generally describing the relationship of the planned development to the current policies and plans of the city; and how the proposed planned development is to be designed, arranged, and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of this division. The statements shall include a description of the applicant’s planning objectives, the approaches to be followed in achieving those objectives and the rationale governing the applicant’s choices of objectives and approaches. (

14. () WARRANT(S) / VARIANCE(S) REQUESTED
Warrants apply to Smart Growth Developments only. Variances apply to all other developments.

15. () DIGITAL PLANS
All documents, including plans, shall be **submitted on CD or thumb drive in PDF and/or JPEG format**, suitable for inclusion in a digital presentation (such as PowerPoint).

16. () Stamped, Sealed and Date Plans by the appropriate professional

17. () Recordable Documents, including the Outline Plan, with any restrictions, on 20x24 paper.

18. () FEE

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.****