



# CITY OF GERMANTOWN TENNESSEE

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DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## PLANNING COMMISSION CHECKLIST FOR PRELIMINARY AND FINAL SUBDIVISION PLAT REVIEW (Excluding the SmartCode Zoning Districts)

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

**Applications and all supporting plans and documents are to be submitted by 3pm of the filing deadline day. Applications will not be accepted unless all materials required 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. (See application for exact number of copies to be submitted)**

1. COMPLETED, SIGNED APPLICATION AND OWNERSHIP DISCLOSURE FORMS
2. LETTER OF INTENT outlining scope of work.
3. COPY OF DEED.
4. WRITTEN, ITEMIZED RESPONSES TO PREVIOUS SKETCH PLAN/PRE-APPLICATION COMMENTS (if applicable)
5. 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
  - 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 (in not the same as property owner) within 300 feet of the subdivisions
  - 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 subdivisions **(2 sets)**
6. EXISTING CONDITIONS PLAN (Property survey should serve as a base for an existing conditions plan.)
  - a. ( ) All existing property lines
  - b. ( ) Existing buildings, accessory structures, fencing, etc.
  - c. ( ) All existing easements
  - d. ( ) All existing utilities, including wells, septic tanks, and septic fields
  - e. ( ) Contours ( 2’)
  - f. ( ) Location, name and width of existing streets and alleys
  - g. ( ) Name(s) of Owner’s of Adjoining Parcels and instrument numbers
  - h. ( ) Certification by a licensed civil engineer that the boundaries have been surveyed and are true and correct, and that all encroachments, easements and rights-of-way are shown.

7. PROPOSED SUBDIVISION PLAT

*GENERAL INFORMATION* (Information must be shown on first page of subdivision plat. \* = include in title block.)

- a.  Proposed Title of subdivision plat\*
- b.  Owner's name(s) \*
- c.  Lessee's name(s), if applicable \*
- d.  Developer's name(s) \*
- e.  Designer's name \*
- f.  Date prepared \*
- g.  Area in acres\*
- h.  Zoning designation \*
- i.  North arrow
- j.  Site data table.
  - i.  gross area in acres (split out area of each lot, if multiple lots)
  - ii.  net area in acres (developed area excluding streets and R.O.W.)
  - iii.  lot width at front building line
  - iv.  setbacks
  - v.  building lot coverage
  - vi.  impervious/pervious coverage (%)
  - vii.  building height
  - viii.  building footprint
  - ix.  total building area
  - x.  parking – required and provided
- k.  Any restrictive covenants (may be listed on second sheet, if space does not allow)

*LAYOUT* (Information must be shown on subdivision plat, page 1)

- a.  Proposed location and numbers of lots, and streets/private drives
- b.  Area of each lot, in square feet or acres
- c.  Proposed locations of buildings, accessory buildings, parking spaces, common open space areas, trash/recycling areas, outdoor storage or display areas
- d.  screening from adjoining properties
- e.  common open space area
- f.  Width and names of proposed streets and private drives
- g.  Location of all easements
- h.  Metes and bounds descriptions of property boundaries, lots, streets and private drives
- i.  Pertinent geometry of all curvilinear streets and rounded corners
- j.  Location of any other areas to be dedicated to the public
- k.  Proposed demolition of buildings, wells, septic tanks/fields and similar structures (if any)
- l.  Adjoining zoning
- m.  Parking and loading plan (may be a separate sheet, if necessary)
  - i. Design (including dimensions of parking spaces)
  - ii. Number of spaces (including number of handicapped spaces listed)
  - iii. Number of bicycle parking spaces
  - iv. Parking layout
  - v. Landscaping in parking area
  - vi. Traffic circulation
- n.  Certification by a licensed civil engineer that the boundaries have been surveyed and are true and correct, and that all encroachments, easements and rights-of-way are shown.

8. GRADING AND DRAINAGE PLAN

- a. Grading And Drainage Plan (Information must be shown on plan)

**Items Required for Preliminary Subdivision Plat Review**

1. ( ) Size of drainage basin and all subareas
2. ( ) Major drainage paths (defined ditches and pipes)
3. ( ) Location and elevation of outfall point
4. ( ) Stormwater detention, including drainage calculations

#### **Items Required for Final Subdivision Plat Review**

5. ( ) All required preliminary site plan review items above (1 – 4)
  6. ( ) Final grading information; contours at a vertical interval of two feet or less (elevation shall refer to official City and County datum). All contours must extend 200' off of all property lines.
  5. ( ) Existing streets and intersections
  6. ( ) All structures in the existing storm system (i.e., storm sewer pipes, inlets, headwalls, drain manholes)
  7. ( ) Floodway or floodplain boundaries – if applicable
  8. ( ) Proposed drainage and construction easements
  9. ( ) Evaluation of downstream conditions
  - 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
    4. ( ) NPDES permit
  - c. ( ) Grading to save trees where possible
  - d. ( )
  - e. ( ) Design for minimum steepness of slopes
  - f. ( ) Erosion control
  - g. ( ) Illustration of the impact of the project's grading on adjacent property
9. TREE PLAN, ARBORIST REPORT AND TREE MITIGATION APPROACH (Information must be shown on plan)
- a. ( ) A 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
  - b. ( ) An index table of the trees identified in 4 a. above, providing their identifying number, species, dbh, health (good, fair, poor) and removal/saved designation. This should be prepared by a certified arborist.
  - c. ( ) Final summary table of the amount of dbh requiring trees mitigation and a written tree mitigation approach, including justification for any waivers or payment in lieu of (when applicable). This should reference input from the certified arborist's report.
8. UTILITY PLANS, EXISTING & PROPOSED (indication of the location, size and adequacy of on-site and off-site utilities on the plan)
- a. ( ) Water supply for on-site use and fire control, including fire hydrants
  - b. ( ) Sanitary sewer
  - c. ( ) Storm drainage
  - d. ( ) Utility easements
9. VEHICULAR CIRCULATION PLAN (Information must be shown on plan)
- a. ( ) Entrances, exits, curb cuts
  - b. ( ) Circulation within site
    - i. ( ) By private vehicles
    - ii. ( ) By public safety vehicles (Autoturn may be required on plan)
    - iii. ( ) By service vehicles
11. BUILDING ELEVATION DRAWINGS
- a. ( ) Preliminary building elevation drawings (color)

- 12. LANDSCAPING PLAN
  - a. ( ) Preliminary landscaping plan, including landscaped area in parking lots
- 13. 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.
- 14. TRAFFIC ANALYSIS (Required for all application requests)
  - a. ( ) Adequacy of access streets to serve proposed use
  - b. ( ) Effect of project on surrounding streets and intersections
  - c. ( ) Improvements that would be needed to public streets - traffic controls
- 15. FISCAL IMPACT (This may be a section in the letter of intent.)
  - 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
- 16. VARIANCE(S) REQUESTED
  - ( ) Variances must be considered by Board of Zoning Appeals, prior to Planning Commission submittal
- 17. DIGITAL PLANS
  - ( ) All documents, including signed application form and plans, shall be **submitted on a thumb drive in PDF format**, suitable for inclusion in a digital presentation (such as PowerPoint).
- 18. SIGNAGE – (SEE SEPARATE DRC SIGN APPLICATION)
- 19. FEES (See fee schedule attached to the application form)

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Signature of Design Professional

Engineer

Surveyor

Landscape Architect

Note: Design Review Commission (DRC) review and approval shall be required for all site plan requests.