



CITY OF GERMANTOWN TENNESSEE

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

CHECKLIST FOR SKETCH PLAN REVIEW

SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM AND ALL MATERIALS REQUIRED FOR SKETCH PLAN REVIEW

Four (4) full-sized sets and four (4) reduced-size (11"x17") paper sets of the Sketch Plan with related materials shall be submitted to the Planning Division for review, as well as all information digitally. Applications will not be accepted if all material required is not included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details.

1. PLANNING COMMISSION APPLICATION FORM, with all signatures on one form and including the ownership disclosure form
2. LETTER OF INTENT, outlining proposed project
3. COPY OF DEED
4. LOCATION MAP AND INFORMATION
 - a. A map showing the subject property, the names of surrounding landowners and the name(s) of surrounding subdivision(s) or planned unit development(s)
5. EXISTING CONDITIONS PLAN
 - a. All existing property lines
 - b. Existing buildings, accessory structures, fencing, etc.
 - c. All existing easements
 - d. Location, name and width of existing streets and alleys
 - e. Name(s) of Adjoining Subdivisions
 - f. Names of Owner's of Adjoining Parcels Larger than 2 Acres
6. PROPOSED SITE PLAN

GENERAL INFORMATION

 - a. Proposed Title of final plan*
 - 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. number of lots
 - iv. density (dwelling units/acre)
 - v. lot width at front building line

- vi. () setbacks
 - vii. () building lot coverage
 - viii. () impervious/pervious coverage (%)
 - ix. () building height
 - x. () building footprint
 - xi. () total building area
 - xii. () parking – required and provided
7. GRADING AND DRAINAGE (if available)
- a. Grading and Drainage Plan Required:
 - 1. () Major drainage paths (defined ditches and pipes)
 - 2. () Storm system traced to the major outfall point
 - 3. () Preliminary grading information contours
 - 4. () All structures in the existing storm system (storm sewer pipes, inlets, headwalls, drain manholes)
 - 5. () 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 S/D - PUDs over 5 acres in area or having more than 50 lots
8. TREE PLAN (if available)
- () Location of Major Groups of trees over 10” DBH, shown on the sketch plan and a written general tree mitigation approach for the project
 - () Note: For the Planning Commission submittal, a complete tree inventory plan with an index table, summary table, arborist’s report and written detailed tree mitigation approach.
9. ELEVATION DRAWINGS - HEIGHT, AREA AND DENSITY (**Not applicable to single-family subdivisions / PUDs**)
- a. () Building height
 - b. () Area of property (acres)
 - 1. () Gross area
 - 2. () Net area (developed area excluding streets and R.O.W.)
 - c. () Building footprint area
 - d. () Lot coverage
 - e. () Lot width at front building line
 - f. () Building floor area
- For Single-Family Subdivisions/PUDs only**
- g. () Subdivision - Area of each lot (square feet or acres)
 - h. () Subdivision - Number of lots
 - i. () Number of dwelling units
10. VEHICULAR CIRCULATION ON-SITE (if available)
- a. () Entrances, exits, curb cuts
 - b. () Existing streets and intersections
 - c. () Typical cross sections for existing streets
 - d. () Circulation within site
 - 1. () By private vehicles
 - 2. () By public safety vehicles
 - 3. () By service vehicles
11. UTILITY PLAN (if available)
- a. () Water supply for on-site use and fire control

- b. () Sanitary sewer
- c. () Storm drainage
- d. () Utility easements

12. PARKING AND LOADING AREAS, if available (**Not applicable to single-family subdivisions / PUDs**)

- a. () Design
- b. () Number of spaces
- c. () Traffic circulation
- d. () Parking layout
- e. () Landscaping in Parking Area

13. () FISCAL IMPACT STATEMENT. 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. 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.

14. () VARIANCE / WARRANT(S) REQUESTED

Warrants apply to Smart Growth Developments only. Variances apply in all other developments.

15. ADDITIONAL REQUESTED INFORMATION, if available

- a. () Building siting
- b. () Building configuration
- c. () Building function
- d. () Building elevation
- e. () Sight lines

16. DIGITAL PLANS

() All documents, including plans, shall be **submitted on thumb drive in PDF format**, suitable for inclusion in a digital presentation (such as PowerPoint).

17. FEE. Check should be made payable to the City of Germantown.

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.