

SITE PLAN REVIEW

DEVELOPMENT APPLICATION



SITE PLAN AND BUILDING PLANS REVIEW PROCEDURES PLANNING AND CODES DEPARTMENT



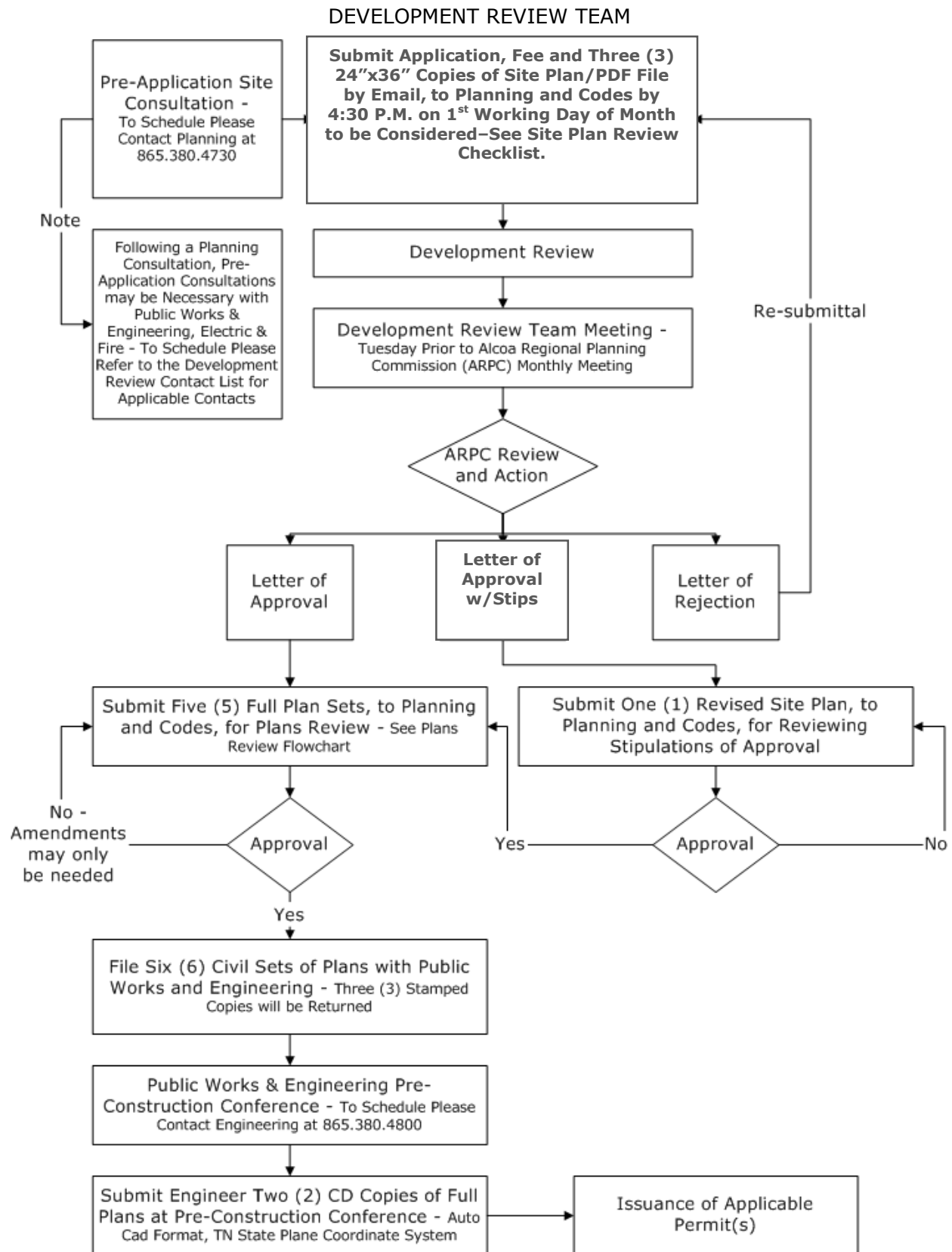
DEVELOPMENT REVIEW TEAM

All commercial, multi-family, public, semi-public and industrial site plans must be submitted to planning staff for review by the Alcoa Regional Planning Commission (ARPC). The Development Review Team (consisting of city departmental staff representing planning, codes, engineering, electric and fire disciplines) and ARPC review such plans for proposed access, circulation drives, sidewalks, parking spaces, loading facilities, solid waste facilities, drainage facilities, utilities, landscaping, land use type, heights, setbacks and any other additional information that may be required. Note that planning staff shall review and approve any existing development, as those types mentioned above, requiring a Building Permit. Below are the procedures:

1. All site plans shall be prepared and certified by a licensed engineer, landscape architect, architect and/or surveyor, unless otherwise approved administratively;
2. The ARPC monthly meeting is held the 3rd Thursday of each month at 5:30 p.m. in the Municipal Building Commission Chambers. All completed site plans must be submitted, to the Planning and Codes Department, no later than 4:30 p.m. on the 1st business day of the month of the regularly scheduled meeting;
3. All site plans shall follow the regulations established in each applicable section of the Alcoa Zoning and Land Use Control regulations, as well as meet all other pertinent standards of design as established by city ordinance (**see Site Plan Review Flow Chart and Site Plan Review Checklist for required items for submittal**);
4. Although signage may not be shown on site plan, replacement and/or proposed signage must be reviewed and approved for permit by planning staff;
5. Having obtained site plan approval by the ARPC, appropriate construction plans and measures for controlling erosion and sediment must be received and reviewed by engineering staff prior to issuance of a Grading Permit (**see Developer Process at <http://www.cityofalcoa-tn.gov/content/view/full/657>**) for **Public Works and Engineering requirements**;
6. A Building Permit must be issued prior to commencement of construction activity of any kind, site grading included, unless otherwise approved administratively. The cost of such permit is based upon the estimated cost of construction and must be obtained from the Planning and Codes Department. **Five (5) full sets of plans must be submitted to the Planning and Codes Department for Building Plans Review.** At time of submittal, a Grading Permit Application must be filed. Plans are dispersed as follows:
 - (2) Planning and Codes
 - (1) Fire
 - (1) Engineering
 - (1) Electric;
7. Building plans are reviewed in accordance with adopted codes (**view a list of adopted codes at <http://www.cityofalcoa-tn.gov/content/view/full/394>**);
8. Following a comprehensive review by the Development Review Team, comments shall be addressed to insure the issuance of a Building Permit. Once addressed, the application may be filled out and permitted – issuance contingent upon grading approval by Public Works and Engineering Department staff; and,
9. A **Certificate of Occupancy (CO)** will be issued upon completion and approval of all trade and departmental inspections (i.e., sign-off card), and meeting all other city requirements.

SITE PLAN REVIEW FLOW CHART

PLANNING AND CODES DEPARTMENT



SITE PLAN REVIEW CHECKLIST

PLANNING AND CODES DEPARTMENT



DEVELOPMENT REVIEW TEAM

Three (3) site plan copies (24" x 36" in size), the Development Review Application and filing fee shall be provided at time of submittal. A PDF file of the submitted site plan shall also be emailed. Once all approvals have been granted (i.e., by ARPC and those administratively for Civil Engineering and Building Plans), and any needed revisions satisfied, two (2) CD copies in Auto Cad format (TN State Plane Coordinate System) shall be required for all site, utility and building plans.

Below are items necessary for the review:

- Plan(s) prepared and certified by a licensed engineer, architect, landscape architect and/or surveyor, unless otherwise authorized by administrative staff;
- Project name and applicable phasing, if phased;
- Topography of existing and finished grades at two (2) foot contour intervals;
- Location and elevations of all associated floodplain/floodway boundaries;
- Finished Floor Elevations (FFE) of all proposed structures, streets/roads/drives, sidewalks, greenway trails and creeks/streams/rivers and/or etc.;
- Location and dimensions of all existing and proposed principle and/or accessory structures, streets/roads/drives and/or etc., sidewalks, greenway trails, easements and rights-of-way;
- Location of bicycle rack(s) and signage – sign permits are required per regulations;
- Dimensions and calls of all property lines;
- Dimensions of parking (including number), and dimensions of drive aisles clearly identified with appropriate pavement markings shown (i.e., stop bars, arrows, etc.);
- Integration of onsite vehicular and pedestrian circulation;
- Sidewalks shown along frontage of all public rights-of-way with connection(s) to onsite pedestrian circulation;
- Landscaping plan – plan reviewed by Alcoa Tree Board;
- Utility plan for sanitary water/sewer, storm sewer (to include drainage calculations), natural gas, telephone and electric, showing all materials, sizes, invert, top of casting elevations and pumping stations, if required;
- Erosion and sediment control plan;
- Location of solid waste collection, screening required;
- Access street (i.e., frontage road and/or etc.), if applicable;
- Setbacks: front, rear and side;
- Width dimensions of access point(s) on to public rights-of-way;
- Dedications, agreements and/or similar documentation, if applicable;
- Site data table shown on site plan drawing to include: land use, zoning, size of property, gross floor area (GFA) of proposed structure(s), number of floors, structure(s) height(s), number of parking spaces required and number of parking spaces provided (including accessible parking), lot coverage calculations for impervious parking surface, as well as site's total impervious surface (square footage and percent (%) coverage), amount of disturbed area, tabulation of revision dates; and,
- North point, graphic scale and location map.

Note: Certain items identified above, such as those related to complete civil drawings, are not needed for ARPC review and approval. Detailed engineering is approved at the administrative level.

Site Plans shall be reviewed based on adherence to the below requirements:

Zoning and Land Use

Zoning and Land Use Control regulations

Sanitary Sewer and Water

Alcoa Public Works and Engineering Water & Sanitary Sewer Construction Specifications, latest edition

Sewer Use Ordinance (Grease, Oil, Sand Traps and Separators requirements)

Streets and Stormwater

Streets & Drainage – Construction Specifications, latest edition

Dumpster pad specifications

Erosion and Sediment Control

Grading, Soil Erosion & Sedimentation Control Ordinance

Tennessee Erosion & Sediment Control Handbook, latest edition

In addition, all other applicable local, state, & federal regulations shall be followed.

DEVELOPMENT APPLICATION PLANNING AND CODES DEPARTMENT



City of Alcoa • 223 Associates Boulevard • Alcoa, TN 37701 • Ph#: (865)380-4730 Fax#: (865)380-4744

DEVELOPMENT REVIEW TEAM

Project Number: _____

OFFICE USE ONLY

*Action Requested: Concept Plan Site Plan Preliminary Plat Final Plat

Owner: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Agent/Contact: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Designer: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

PROJECT INFORMATION:

Project Name: _____

Property Address: _____

Map Number(s): _____ Parcel Acreage(s): _____

Parcel Number(s): _____ Parcel(s) Zoning: _____

Existing Land Use: _____

Number of Dwelling Units (Residential): _____

or Building Area (S.F. of Non-Residential): _____

Proposed Land Use: _____

Number of Dwelling Units (Residential): _____

or Building Area (S.F. of Non-Residential): _____

Reason for Request: _____

(Attached Project Overview Recommended)

SIGNATURE OF APPLICANT:

The undersigned hereby applies to the City of Alcoa, Tennessee for approval as indicated by action requested above. I hereby certify that I am the owner, or duly authorized agent of the property, and the information submitted in this application is true and correct to the best of my knowledge at the time of application.

Owner/Agent Signature _____

Date _____

*See Appropriate Flowchart and Complete Checklist for Action Requested – Three (3) copies (Concept or Site Plans 24"x36"/Plats 18"x24") of the drawing, and one (1) PDF file (emailed), will be needed for the review.

OFFICE USE ONLY

Date Application Received: _____

Application Fee Paid:	Concept/Site Plan	Preliminary Plat	Final Plat
	00.00-01 Acres.....\$100.00	01-02 Lots.....\$100.00	01-04 Lots.....\$ 25.00
	01.01-10 Acres.....\$150.00	03-10 Lots.....\$150.00	05-30 Lots.....\$100.00 (+ \$10.00 per Lot)
	10.01-20 Acres.....\$200.00	11-30 Lots.....\$300.00	30(+) Lots.....\$100.00 (+ \$5.00 per Lot)
	20.01-50 Acres.....\$250.00	31-50 Lots.....\$400.00	Minor Plat (Preliminary/Final)
	50.01(+) Acres.....\$300.00	50(+) Lots.....\$500.00	Combined Total of Preliminary & Final Fees

\$ _____ Receipt Number: _____

Planning Commission Date: _____