

SUBMITTAL REQUIREMENTS FOR SITE PLANS

- _____ 1. **Application form** must be filled out completely, including all contact information for all parties listed. The **property owner must sign** the application, or the written and **signed certification** of the owner permitting a representative to sign on the owner's behalf must be on or with the application **and be notarized**.
- _____ 2. A **written description** of the project explaining the proposal.
- _____ 3. **Fee** of \$100.00 plus \$0.02 per square foot for non-residential buildings.
- _____ 4. **10 copies** of the Site Plan containing all necessary items per Article 3.110 of the Zoning Ordinance (Site Plans). All **plans must be folded** in order to fit inside an 8 ½ inch by 11 inch file folder.
- _____ 5. The site plan must be accompanied by a **Compact Disc (CD)** with a digital version of the site plan **or emailed** to the city planner before the deadline.
- _____ 6. **Meet the deadline** by submitting at the office of the City Planner by 2:00 pm on the Monday, four weeks prior to the planning commission meeting. The **Submittal Log Book must be filled** by the applicant/representative/runner in order for a submittal to be considered as meeting the deadline.
- _____ 7. The above applications must be **supported by any other information** or data as might be deemed necessary by the La Vergne Planning Commission
- _____ 8. **Any submittal without all of the above information will not be accepted by the City of La Vergne for processing.**

X.

Date:

Signature of City Planner verifying that all submittal requirements have been met

3.110. Site Plan Requirements

The purpose of this provision is to prevent undesirable site development which would unduly create inadequate circulation and unnecessary congestion; to obtain maximum convenience, safety, economy and identity in relation to adjacent sites; and to provide maximum flexibility for expansion, change in use and adapting to individual needs. Thus, applicants for building permits must submit scale drawings, according to the particular types of development proposals, to the La Vergne Municipal Planning Commission in accordance with the following procedures. **All site plans shall expire two (2) years after the date of approval.**

3.110.A. Proposals for construction or location of one or more principal structures, buildings and activities on a lot (with the exception of individual single-and two-family dwellings) **shall be submitted at the office of the City Planner by 2:00 p.m. on the Monday**, four weeks prior to the planning commission meeting. Plans shall be at a scale no smaller than 1" = 100' and indicate:

1. The actual shape, location and dimensions of the lot;
2. The shape, size and location of all buildings or other structures to be erected, altered or moved and of any building or other structure already on the lot;
3. The existing and intended use of the lot and of all such structures upon it, including for residential activities, the number of dwelling units the building is intended to accommodate;
4. Topographic features (contours not greater than 5 foot intervals);
5. Location of all driveways and entrances;
6. Location of all accessory off-street parking areas to include a site plan showing design and layout of such parking facilities where five (5) or more accessory off-street parking spaces are to be provided;
7. Location of all necessary off-street loading berths;
8. Location of open space;
9. Building setbacks and other yard requirements, floor area and building heights;
10. Position of fences and walls (material specified);
11. Position of screen planting (type of planting specified);
12. Location, type and size of proposed signs;

13. Proposed means of surface drainage;
14. Location of all easements and rights-of-way;
15. Location and availability of servicing utilities;
16. Location of areas subject to flooding;
17. Trees:
 - a. Appropriate locations of tree masses and natural hedgerows;
 - b. General description of the principal species of trees and range of sizes within tree masses;
 - c. Approximate location and identification of trees fifteen (15) inches in caliper or larger measured from six (6) inches above the ground;
18. Identification of slopes twelve (12) to twenty (20) percent or greater and identification of soils on slopes (taken from a generalized soil map);
19. Selected profiles demonstrating the adaptability of proposed buildings and structures to site conditions in areas where cutting and filling is proposed to exceed five (5) feet from natural grade.

3.110.B. Proposals for planned unit developments and mobile home parks shall also follow separate provisions outlined elsewhere in this ordinance.

3.110.C. Application form must be filled out completely, including all contact information for all parties listed. The property owner must sign the application, or the written and signed certification of the owner permitting a representative to sign on the owner's behalf must be on or with the application and be notarized.

3.110.D. A written description of the project explaining the site plan proposal.

3.110.E. The above applications must be supported by any other information or data as might be deemed necessary by the La Vergne Planning Commission.

3.110.F. The site plan must be accompanied by a Compact Disc (CD) with a digital version of the site plan or emailed to the city planner.

3.110.G. Any submittal without all of the above information will not be accepted by the City of La Vergne for processing.

Plan drawn to engineer's scale
North arrow shown.
Project name
Vicinity map shown.
Site Address
Tax Map and Parcel
Plan Date
Revision Date Box
Owner name and address
Plat Designer name and address
Location, ownership, Tax Map and Parcel of adjacent property owners
Legend
Zoning of property
Zoning of adjacent properties
Existing Use
Proposed Use
Special Use
Street names shown, check type of street (local, arterial, etc.)
Existing and Proposed edge of pavements of abutting streets and pavement widths
Right-of-way width total and from centerline shown
Access easement width and location
Dimensions of drive lanes and point of ingress and egress
Existing and Proposed Sidewalks in right-of-way with dimensions; or note for request to pay fee-in-lieu (5' R, 6' C&I)
Parking Calculations including ADA spaces
Typical dimensions of parking spaces, aisles, and modules (9' x 18' = standard, 8' x 18' & van aisle 8' x 18' = ADA & 5' x 18' for car aisle). 5' landscaped parking lot buffer with 3' high screen.
Existing and/or proposed structures shown and identified
Square footage/gross floor area structures
Footprint of structures
Height of structures
Fence Material, Locations & Dimensions
Acreage of site
If residential, provide net & gross density, and number of dwelling units
Open Space - Provided Amounts
FAR or lot coverage amount
Property lines with dimensions (new lots shall show bearings)
Lot size and location matches plat
Contour Lines shown on plan (relevant for new construction only with topographic relief)
Slopes 12% - 20% or greater shown
Distance between buildings
Required building setbacks
Existing tree masses, floodplains, other natural features
Off-street loading areas
Accessory structures shown
Impervious surface calculations
Interior Landscape Island location and square footage
Landscape buffer areas shown with width labeled
Tree Requirements listed/shown
Utility easements shown and dimensioned
Phases of development labeled
Freestanding Signs – proposed and/or existing with dimensions
Conditions of Approval met for existing plans

*** Every Site Plan must have a Site Data Chart on the face of the plan. Here is an example:

Site Data Chart

Zoning District:

Existing Use:

Proposed Use:

Density:

Square footage of each building (existing and proposed):

Total square footage:

Square footage of each use:

Floor Area Ratio:

Height: _____ stories, _____ feet tall

Acreage/square footage of lot (**for each lot if more than one**):

Sign height and area (**for each sign**):

Parking:

Parking requirements (minimum) (**for each use**):

Total parking provided:

Landscaping & Buffering:

Impervious surface area:

ILA existing (landscape islands):

ILA required:

ILA proposed:

Open Space Provided: